

RESOLUTION No. 2023-3901

A Resolution awarding FY 21-22 Affordable Housing Trust Funds for a Time Sensitive Grant to North Valley Friends Church - Peace Trail Village of \$16,755 and not approving a Grant to Scott & Melissa Bontrager – Meridian Duplex Driveway Replacement Project

Recitals:

1. The City of Newberg published a Notice of Funding Availability (NOFA) that closed on September 30, 2022. Two applications were submitted for the FY 2021-2022 Time Sensitive Grant Program.
2. The City of Newberg received applications from North Valley Friends Church – Peace Trail Village project request for \$10,000 - \$50,000, and Scott & Melissa Bontrager – Meridian Duplex Driveway Replacement in the amount of \$10,000.
3. On April 25, 2023, the Newberg Affordable Housing Commission reviewed and scored the applications against the applicable criteria and recommended approval by a vote of 4-0 of a grant for \$16,755 to North Valley Friends Church - Peace Trail Village project with a provision that the funds not be disbursed until 75% of needed project funding and in-kind are secured. A Rehabilitation Loan, rather than a Time Sensitive Grant, to Scott & Melissa Bontrager – Meridian Duplex Driveway Replacement of up to \$10,000 with the provision that affordability income for tenants be reported for 80% or less of Area Median Income for three (3) years.
4. The Bontrager's were contacted on June 22, 2023, and they have declined a loan as recommended by the Affordable Housing Commission.
5. The Bontrager's remain interested in a \$10,000 grant for their Meridian Duplex Driveway Replacement project.

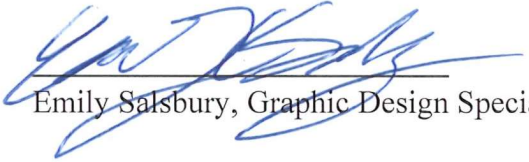
The City of Newberg Resolves as Follows:

1. North Valley Friends Church - Peace Trail Village project is awarded \$16,755 from the Time Sensitive Grant program with provisions that they 1) have raised \$1.1 million in funding and in-kind by December 1, 2023, and 2) if the funding amount has not been reached the applicant may reapply during a future round of the Notice of Funding Availability.
2. The City Manager, in consultation with the City Attorney, shall finalize the City of Newberg Affordable Housing Trust Fund Time Sensitive Grant Contract and the City Manager is authorized to sign a contract between the City of Newberg and North Valley Friends Church if the \$1.1 million in funding and in-kind threshold is met by December 1, 2023.

3. The Scott & Melissa Bontrager – Meridian Duplex Driveway Replacement project in the amount of \$10,000 is not approved.

Effective Date of this resolution is the day after the adoption date, which is: August 8, 2023.

Adopted by the City Council of Newberg, Oregon, this 7th day of August, 2023



Emily Salsbury, Graphic Design Specialist

Attest by the Mayor this 11th day of August, 2023.



Bill Rosacker, Mayor

Newberg Affordable Housing Trust Fund Funding Request Application

FY 2021-22 Competitive Awards Loan Program

NOTE: The first round of applications are due September 30, 2022 at 4:30 p.m.

Applications are to be submitted to Mary Heberling-Creighton, Housing Planner by email at mary.heberlingcreighton@newbergoregon.gov or by postal mail via City of Newberg, PO Box 970, Newberg, Oregon, 97132 or by hand delivery to City Hall, 414 E First Street.

CONTACT INFORMATION:

Project Name: Peace Trail Village	
Organization Name: North Valley Friends Church	☐ For-profit ☒ Non-profit
Contact Name/Title: Leslie Murray, Lead Pastor	
Mailing Address: 4020 N. College, Newberg	State/Zip: OR 97132
Phone: 5035385340	Email: Leslie@northvalleyfriends.org

PROJECT INFORMATION:

Total project cost: 800K-1M
Requested amount of funding: 10k-50k <i>Please specify the amount of loans being requested</i>
Amount and description of matching funds being contributed to the project: We have ARPA funds of 400K assigned to this project and two other grants/gifts totaling 20K. NVFC has 50K of its own funds to contribute as well.

Project Partners and their Contributions to the Project:

Providence BOB program contributes wrap around services. When we are at the building phase Homebuilders Association with partner with us. Local churches are also looking at ways to partner - specifically United Methodist church, Northside Community Church, Newberg 1st Presbyterian and Wayside Friends Church.

Estimated project beginning date: Summer 2022	Completion date: December 2024
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COMMUNITY DEVELOPMENT
PLANNING DIVISION
(503) 537-1240
planning@newbergoregon.gov

Please briefly describe the affordable housing problem this project is trying to solve and how it helps in solving that challenge:

NVFC Peace Trail Village will provide 8 cottage clusters to folks that are vetted and deemed a good fit for transitional housing. The intent of the program is to be the middle step between sleeping in your car and finding permanent housing. The Providence BOB worker will assist with skill development, applying for housing/section 8 and other needs each guest has. Currently we are also looking into the possibility of installing solar panels to power the village, thus lower utility costs for power. Right now the fee structure for guests is sliding, based on their employment. Rent is anywhere from 0-\$300/month, well below 30% median family income. Right now there is nothing of this kind anywhere in Yamhill county. We are trying to learn from other cities that have done this work - particularly St. Johns Village in Portland and SquareOne Villages in Eugene.

Please attach additional information that describes how this project will address the Competitive Awards Selection Criteria described in "Attachment A" of this form, including additional documentation/evidence as needed.

☒ Information that addresses Competitive Selection Criteria, attached (please select)

Briefly describe what is attached:

See attached.

ATTACHMENT A

Newberg Affordable Housing Trust Fund FY 2021-22 Competitive Awards Program Selection Criteria

Minimum Threshold Criteria	Potential Points
1. The project is considered an eligible use or activity under Section 3, and benefits households earning less than 80% of the median family income (threshold verification)*.	NA
2. If the project is related to the provision of technical assistance to affordable housing providers, the use of Newberg Affordable Housing Trust Funds functions to increase the capacity of the organization to specifically address the mission of the NAHTF (threshold verification).	NA
3. The project is ready for implementation.	NA
4. If the project includes the acquisition of property, the identified property is currently available for acquisition and the applicant has secured either a purchase option or letter of interest from the seller. If the applicant is also applying for federal funding (i.e. Community Development Block Grants or HOME) they should carefully review procurement requirements and limitations before obtaining a purchase option.	NA
5. That relocation of existing residents will be minimized, and when necessary, the applicant has included accurate relocation assistance costs as part of the project pro forma.	NA
6. The proposal demonstrates that the Newberg Affordable Housing Trust Funds are the most appropriate funding source for the project.	NA
Scored Application Criteria	
7. The project provides new affordable housing, or new affordability, through retention or rehabilitation of existing housing, within the city.	Up to 10 points
8. The project retains the affordable housing units as affordable. The longer period of time the units remain affordable, the higher ranking the project shall be given.	Up to 15 points
9. The project provides deeply affordable housing for households earning less than 30% of the median family income.	Up to 5 points
10. The project addresses energy conservation through the integration of green building technologies in new construction, or achieves greater energy efficiency and cost savings to tenants through rehabilitation of existing housing.	Up to 5 points
11. The project maximizes partnerships in the community (volunteers, in-kind contributions, cash contributions, multiple organization involved, etc.) and demonstrates alliance building that directly benefits community members in need, such as helping build household wealth.	Up to 5 points
12. The project utilizes already existing resources in effective and innovative ways. The project shall not duplicate services provided by another organization.	Up to 10 points
13. The agency submitting the proposal has the capacity to carry out the project and has had demonstrated successes completing projects of similar scope. Higher points to projects that demonstrate engagement and contracting with D/M/W/ESB/SDVBE businesses in the last 10+ years.	Up to 10 points
14. The budget and timeline are thorough and realistic (evidence of construction and/ or service costs required with application).	Up to 10 points
Total Potential Points	70

***FOR 2022, the Median Family Income for the City of Newberg was \$106,500.**

DEFINITIONS:

“D/M/W/ESB/SDVBE” means a business that is Disadvantaged, Minority-Owned, Women-Owned, Emerging Small Businesses, and/or Service Disabled Veterans Business Enterprises.

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

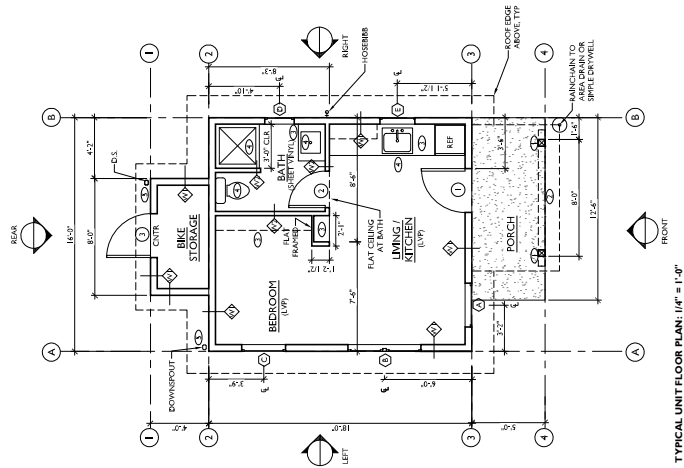
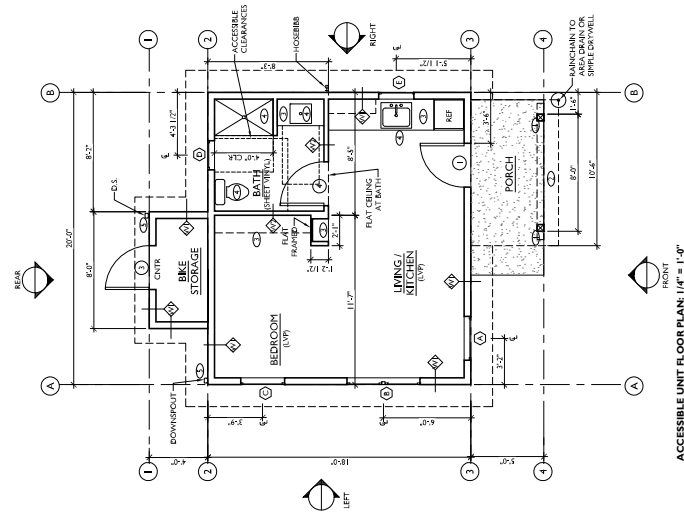
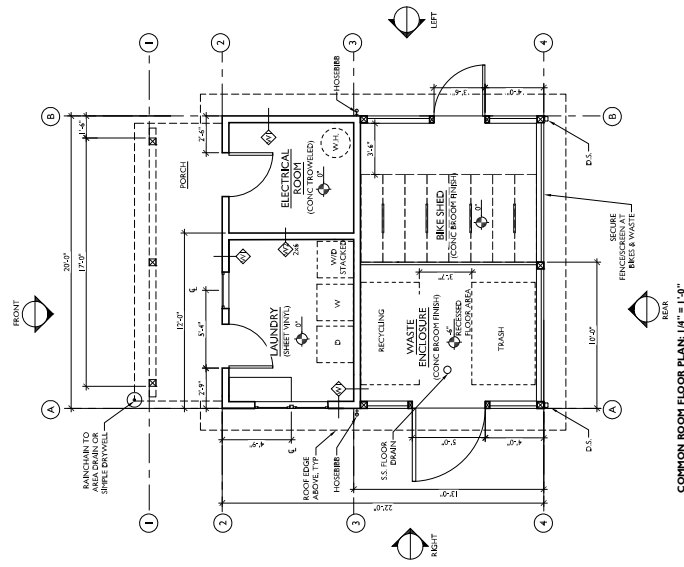
“Family” means all persons living in the same household who are related by birth, marriage or adoption.

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

Addendum to North Valley Friends Grant Application for Affordable Housing Trust Fund

1. NVFC is seeking a grant out of the Affordable Housing Trust Fund. We seek anywhere from 10K-50K as our expenses will be near 1m for the Peace Trail Village. I am seeking grants wherever I can find them to fund the development of the project. Any bit helps. So far we have received ARPA funds, 10K from Austin Foundation, 10K from Northside community church and have 50K from our tithes and offerings from the church.
2. Attachment A Criteria:
 1. We seek to serve individuals and/or small families that are looking for transitional housing to assist the process into procuring long term housing. We will have a utility fee of \$10/week and program fee based on a sliding scale. So if someone is working full time at minimum wage (\$13.50) then their income would be 28K. For someone just starting in the program their program fee will be low (10%) and will increase to the maximum as they prepare to transition into permanent housing (30%).
 2. Part of our partnership and wrap around care will give technical assistance to affordable housing providers. The caseworker will assist with a section 8 housing application, YCAP application or other services needed to procure permanent housing.
 3. Our project is in process. We are finishing up our land use application to be submitted to the city by the end of October. Once we are approved we will begin infrastructure work/building work.
 4. The church already owns the property free and clear where we plan to build Peace Trail Village.
 5. We do not have existing residents currently.
 6. As we are attempting to serve local residents with our project we believe this fits within the scope of NAHT criteria.
 7. With Peace Trail Village we will put 8 new transitional housing units into the city to serve local residents.
 8. By asking folks to pay on a sliding scale basis we are keeping this housing affordable and accessible. It is a goal of the program to move folks to self-sufficiency and the ability to retain permanent housing.
 9. 30% of the median family income would be 31,900. We have yet to see anyone live in our tiny homes in our pilot project that makes anywhere near this amount.
 10. We are currently researching ways to have the village on solar power, either solely or in conjunction with PGE power. If it is not possible to have the village solely on solar then we may look into putting the church on solar in order to keep this project as green as possible.
 11. We already are seeking partnerships within the community between Providence, other faith communities, local contractors and connections with other service providers.

12. As this is the first transitional housing project in all of Yamhill County we are not duplicating any efforts in the county. This is innovative, following examples of other communities in Portland and Eugene.
13. We have been running the pilot project for the last two years with our tiny homes. Providence provided wrap around care to the guests and we have seen success with several guests. We believe this is a positive model designed to give folks a hand up, not a hand out.
14. Our timeline is a little vague at this point until our building permit is approved. We are currently talking with a local company to dig for the water and sewer lines and they plan to do much of the work pro bono. We are also talking with Home Builders Association to assist with gifts-in-kind as well as volunteer labor for the actual construction. We plan to host volunteer work days to incorporate members of the community into service as well.



Doug Rux

From: Leslie Hodgdon Murray <leshodg@gmail.com>
Sent: Wednesday, March 8, 2023 5:06 PM
To: Doug Rux
Subject: Re: Affordable Housing Trust Fund Grant Application
Attachments: 230308_nvfc_marketing_pkg.pdf

This email originated from outside the City of Newberg's organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thanks Doug - here are the updated architectural plans. Happy to share them.

1. That's a great question. We just received our approval for our land use application. We hope to pull permits to begin infrastructure work shortly (water, sewer, electrical).
2. We are applying for every grant we can! Right now we are working with Representative Salinas' office to apply for a federal grant for 725K. Our plan has always been to join together with community partners as well as apply for grants. At the church we also have significant funds to contribute (50-100K).
3. Home Builders Association has agreed to partner with us and it is unclear at this moment what all they bring to the table - they have access to funds, gifts in kind, labor and potentially a national company partnering with us as a builder captain (Lennar Homes). We are waiting to hear back what their partnership looks like. We are casting the net widely to see who has the availability and the capacity to partner.
4. yes. see attached.
5. I'm not sure how to answer this. I'm also not entirely sure what this question is asking. At this point I'm applying for grants so once we start infrastructure work/building work we will not need to stop because of a lack of funds.

I hope this is helpful. Please feel free to ask any further follow up questions.
Leslie

On Wed, Mar 8, 2023 at 1:42 PM Doug Rux <Doug.Rux@newbergoregon.gov> wrote:

Leslie,

I have received a request for additional information from one of the Affordable Housing Commission members on your grant application.

1. What is the development timeline?
2. What other funds do you expect to raise to get to the \$800,000 and how long will that take?
3. How will you start development in the Summer of 2022 and finish in December 2024 and only have half of the needed funds?

4. Can the architectural plans be shared with the Commission?

5. If you are still so far away from the \$800,000 total fundraising goal does this mean the funds would sit with the City as reserved, but not spent for possibly a couple of years?

Thanks

Doug Rux, AICP

Community Development Director

City of Newberg

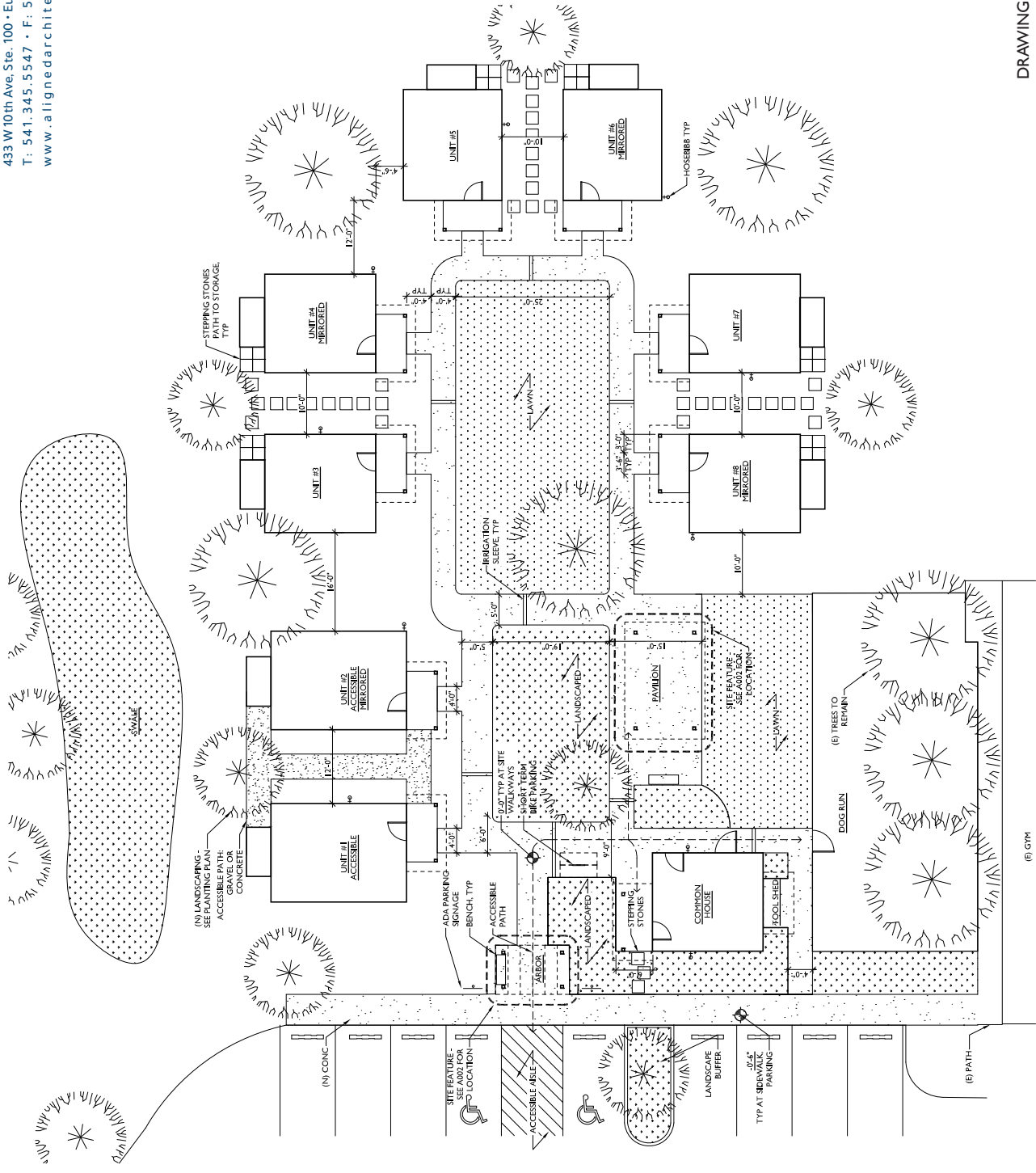
Direct: 503.537.1212

Cell: 503.550.4517

Pronouns: he/him





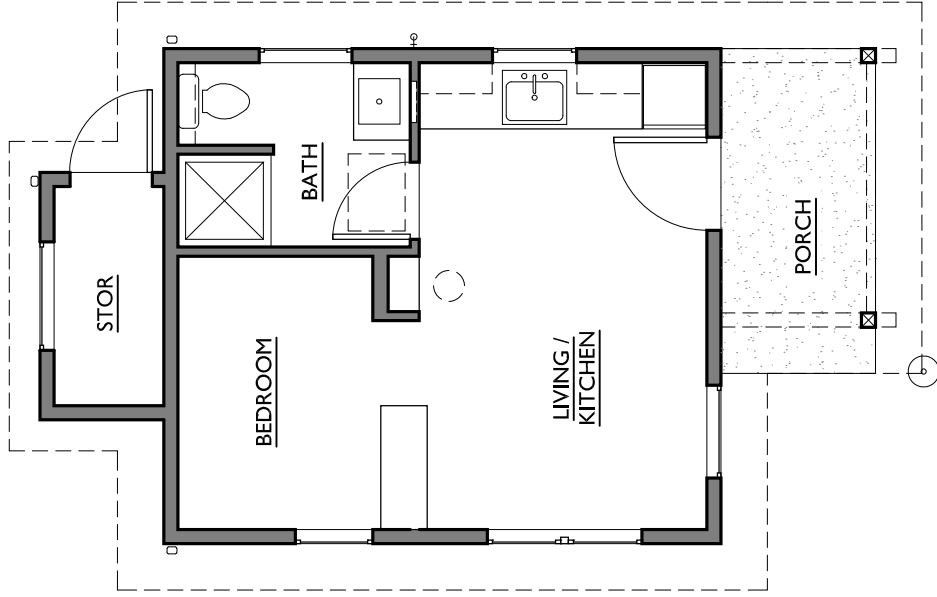




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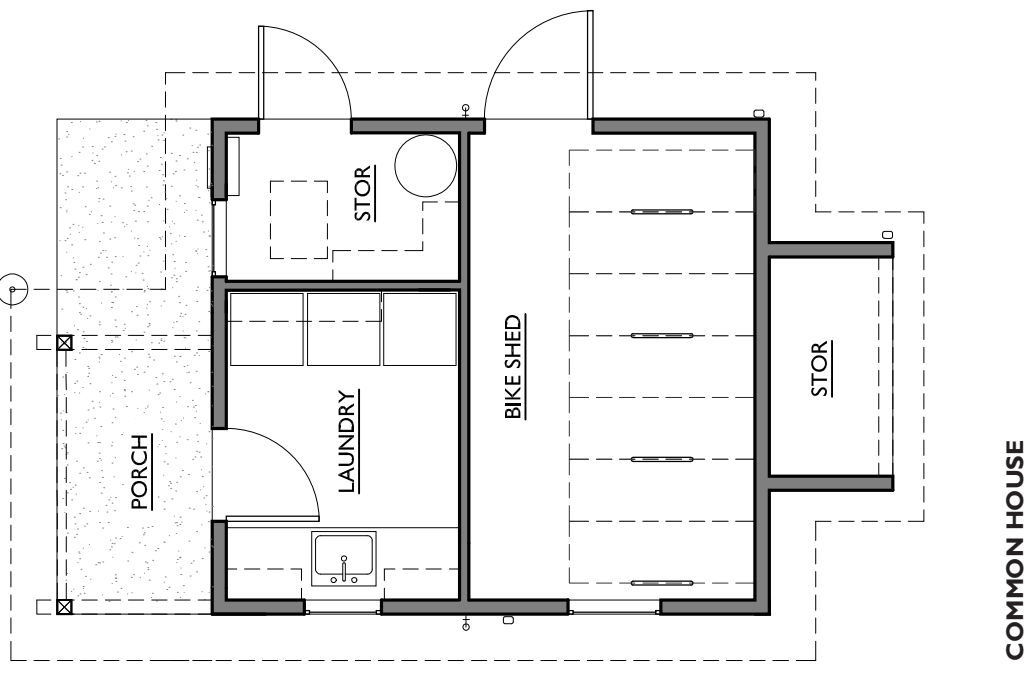
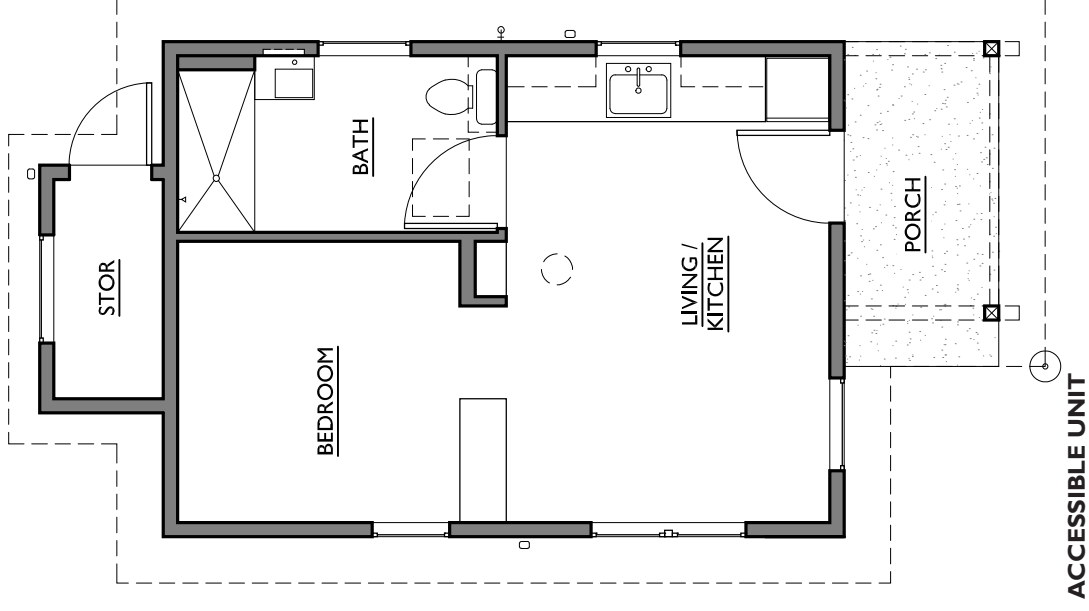


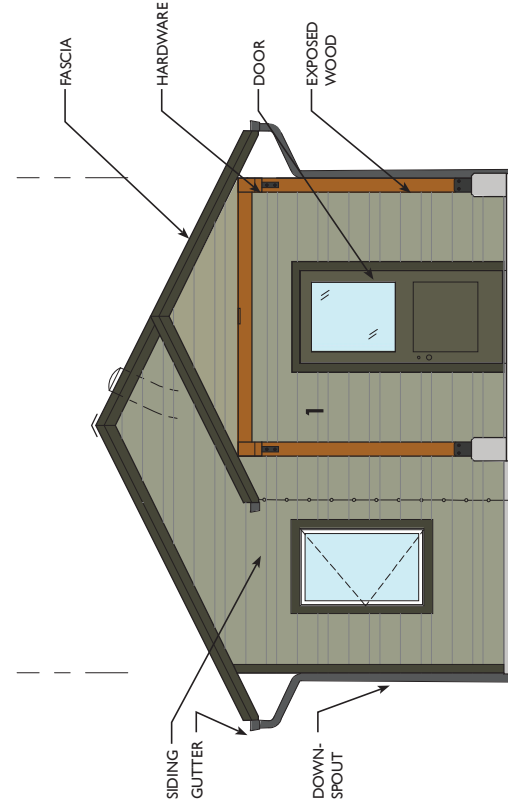
VIEW TOWARDS UNIT ENTRIES



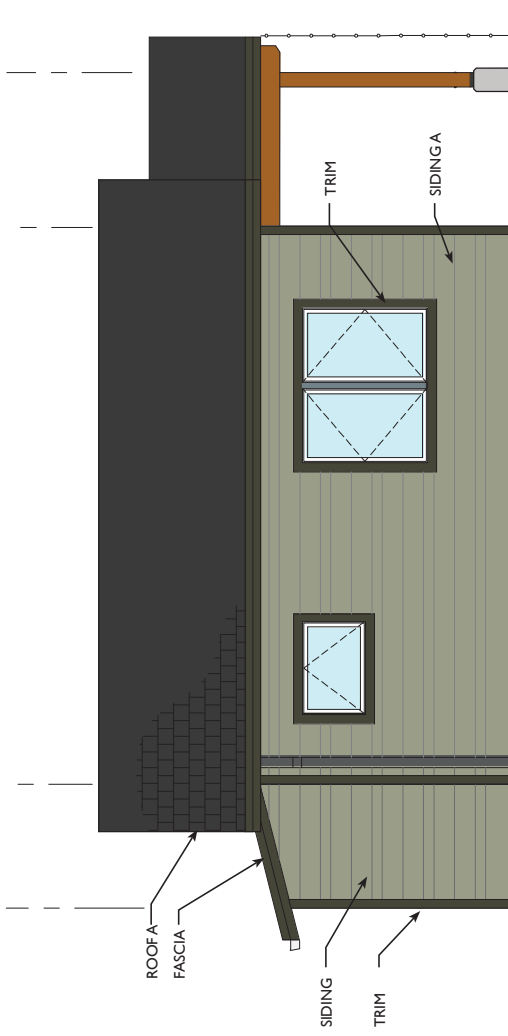
FLOOR PLANS

PEACE TRAIL VILLAGE
NORTH VALLEY FRIENDS CHURCH
CD • 3/8/23
MARKETING PACKAGE





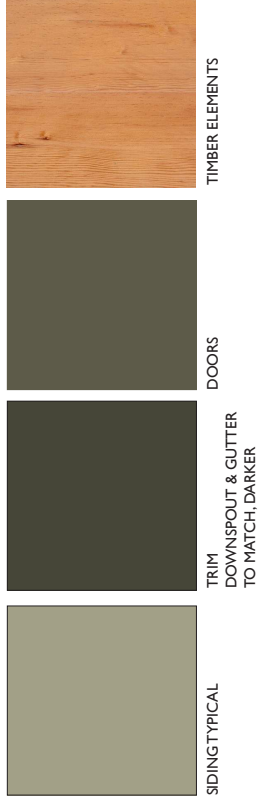
FRONT ELEVATION



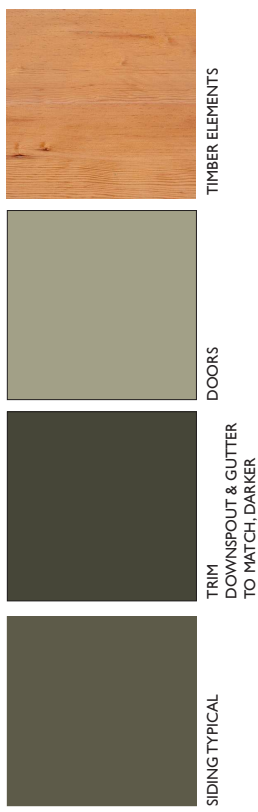
SIDE ELEVATION

SWATCHES

TYPE A BUILDING

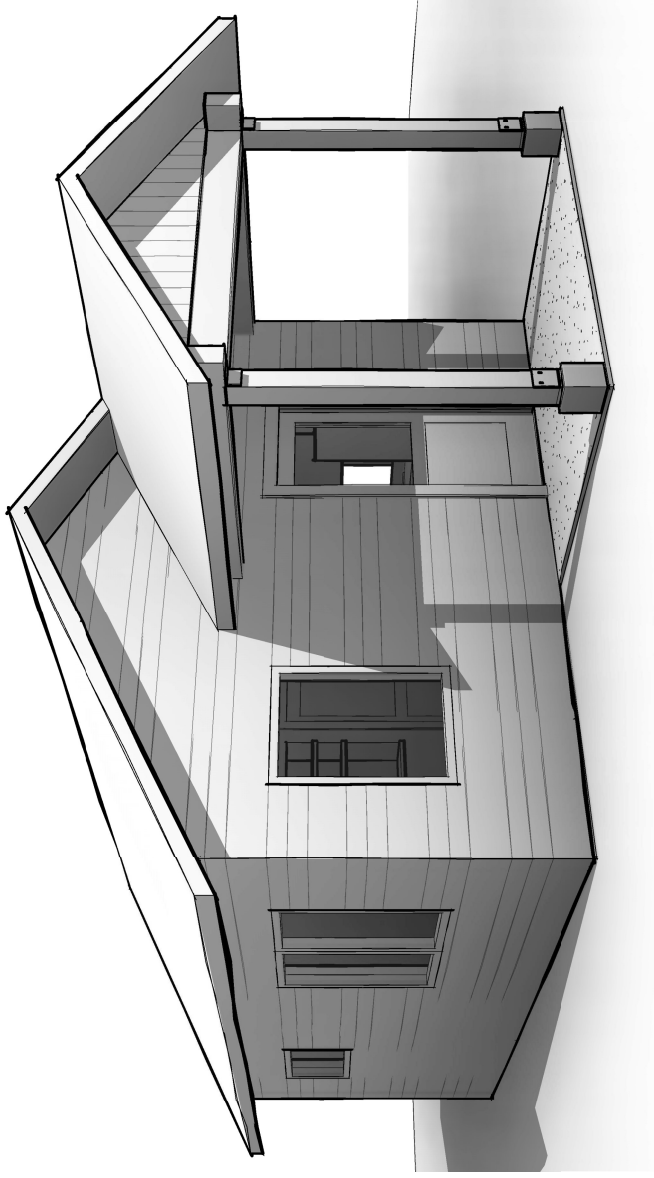


TYPE B BUILDING



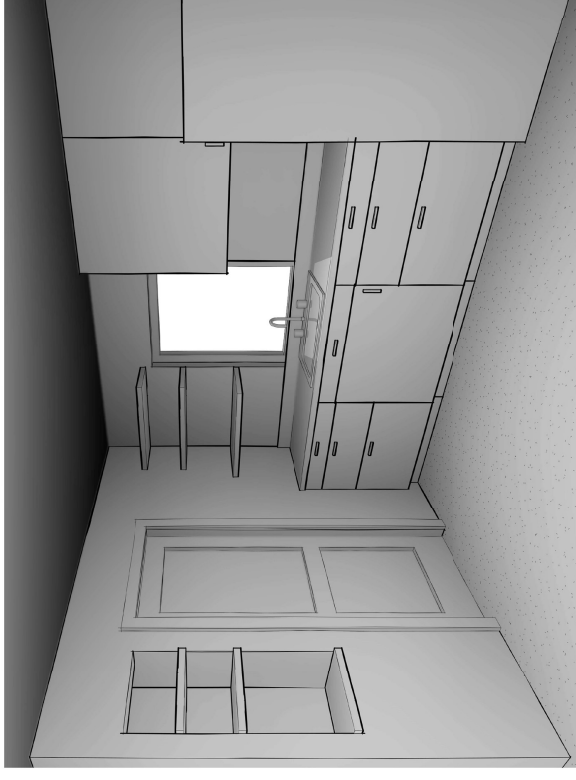
EXTERIOR ELEVATIONS

PEACE TRAIL VILLAGE
NORTH VALLEY FRIENDS CHURCH
CD • 3/8/23
MARKETING PACKAGE



TYPICAL UNIT ENTRY PORCH

PERSPECTIVE VIEWS
PEACE TRAIL VILLAGE
NORTH VALLEY FRIENDS CHURCH
CD • 3/8/23
MARKETING PACKAGE



TYPICAL UNIT KITCHENETTE

DRAWING SCALE: N **226**



March 13, 2023

To Whom It May Concern,

We are writing this letter to lend our unequivocal support to the North Valley Friends' Peace Trail Village in Newberg, Oregon. The state of Oregon and the Portland metro region are in a deep housing affordability crisis. We need solutions like the cottage cluster planned by North Valley Friends Church to tackle the complex problems we face. The proposed village will provide a cost-effective housing strategy, but more importantly will provide safe and dignified housing to people in a structured and trauma-informed setting to ensure they can transition into permanent housing.

HBF plans to work with North Valley Friends to help supply the project with volunteer labor and in-kind donations of materials, but they need assistance getting to their funding goals. It is our hope that you will consider this project as we believe it is essential to adding more affordable housing options to Oregon.

Sincerely,

Chris McDowell

Project Manager | Home Building Foundation

c 504.644.8118 | o 503.684.1880 ext. 7025 | BuildHopePDX.org

The Charity of Choice for the home building industry and a HomeAid America Chapter

Shelter Building and Renovation | Workforce Development | Community Outreach | Non-profit Partnerships

Newberg Affordable Housing Trust Fund Funding Request Application

FY 2021-22 Competitive Awards Loan Program

NOTE: The first round of applications are due September 30, 2022 at 4:30 p.m.

Applications are to be submitted to Mary Heberling-Creighton, Housing Planner by email at mary.heberlingcreighton@newbergoregon.gov or by postal mail via City of Newberg, PO Box 970, Newberg, Oregon, 97132 or by hand delivery to City Hall, 414 E First Street.

CONTACT INFORMATION:

Project Name: Meridian Duplex in Newberg	
Organization Name: Scott & Melissa Bontrager	☒ For-profit ☐ Non-profit
Contact Name/Title: Scott & Melissa Bontrager, Owners	
Mailing Address: 804 S. Meridian St, Newberg	State/Zip: OR, 97132
Phone: (520) 405-7584	Email: info@bontrager.management

PROJECT INFORMATION:

Total project cost: <u>\$30,000</u>
Requested amount of funding: <u>\$10,000</u> <i>Please specify the amount of loans being requested</i>
Amount and description of matching funds being contributed to the project: We have been quoted \$10,000 to replace the concrete for the shared driveway for the duplex. Prior to the 2020 pandemic, this would have been roughly \$2,000.

Project Partners and their Contributions to the Project:

Beaudry's Custom Woodworking, has kindly donated lumber, and a vanity. Friends, family, and coworkers have donated time towards the project to help offset external labor costs. Corin's Custom Homes, has agreed to help manage the project pro bono.

Estimated project beginning date: 9/1/2021

Completion date: 2/1/2023

COMMUNITY DEVELOPMENT
PLANNING DIVISION
(503) 537-1240
planning@newbergoregon.gov

Please briefly describe the affordable housing problem this project is trying to solve and how it helps in solving that challenge:

We have been working to bring this duplex up to modern living standards, new floors, new insulation, ductless heating and air units on either side. Remaining: finish siding repair, painting the exterior, energy efficient windows, additional bedroom, and replacing the driveway for tenant safety.

Prices for labor and materials for home repair are growing month over month, pushing our ability to shield our tenant's monthly rent rates low. We have been able to keep our rents low and unchanged, with current occupants not having their rent raised since 2018, however, these remaining repairs would force us to increase rent, and send our tenants in search of more affordable housing.

Please attach additional information that describes how this project will address the Competitive Awards Selection Criteria described in "Attachment A" of this form, including additional documentation/evidence as needed.

☒ Information that addresses Competitive Selection Criteria, attached (please select)

Briefly describe what is attached:

If awarded funds to complete the driveway replacement, we would not be looking to raise the rent on our tenants in the next 2 years, minimum. We have been working to ensure that all aspects of this project support higher energy efficiency and would lower utility costs to our tenants. We have partnered with Corin's Custom Homes, who build high end homes in the Newberg area, and also complete single family home renovations. We are only asking for funds to complete the driveway replacement, as it is a safety concern. We are still waiting on window inventory backlogs to allow for us to purchase new high efficiency windows.

ATTACHMENT A

Newberg Affordable Housing Trust Fund FY 2021-22 Competitive Awards Program Selection Criteria

Minimum Threshold Criteria	Potential Points
1. The project is considered an eligible use or activity under Section 3, and benefits households earning less than 80% of the median family income (threshold verification)*.	NA
2. If the project is related to the provision of technical assistance to affordable housing providers, the use of Newberg Affordable Housing Trust Funds functions to increase the capacity of the organization to specifically address the mission of the NAHTF (threshold verification).	NA
3. The project is ready for implementation.	NA
4. If the project includes the acquisition of property, the identified property is currently available for acquisition and the applicant has secured either a purchase option or letter of interest from the seller. If the applicant is also applying for federal funding (i.e. Community Development Block Grants or HOME) they should carefully review procurement requirements and limitations before obtaining a purchase option.	NA
5. That relocation of existing residents will be minimized, and when necessary, the applicant has included accurate relocation assistance costs as part of the project pro forma.	NA
6. The proposal demonstrates that the Newberg Affordable Housing Trust Funds are the most appropriate funding source for the project.	NA
Scored Application Criteria	
7. The project provides new affordable housing, or new affordability, through retention or rehabilitation of existing housing, within the city.	Up to 10 points
8. The project retains the affordable housing units as affordable. The longer period of time the units remain affordable, the higher ranking the project shall be given.	Up to 15 points
9. The project provides deeply affordable housing for households earning less than 30% of the median family income.	Up to 5 points
10. The project addresses energy conservation through the integration of green building technologies in new construction, or achieves greater energy efficiency and cost savings to tenants through rehabilitation of existing housing.	Up to 5 points
11. The project maximizes partnerships in the community (volunteers, in-kind contributions, cash contributions, multiple organization involved, etc.) and demonstrates alliance building that directly benefits community members in need, such as helping build household wealth.	Up to 5 points
12. The project utilizes already existing resources in effective and innovative ways. The project shall not duplicate services provided by another organization.	Up to 10 points
13. The agency submitting the proposal has the capacity to carry out the project and has had demonstrated successes completing projects of similar scope. Higher points to projects that demonstrate engagement and contracting with D/M/W/ESB/SDVBE businesses in the last 10+ years.	Up to 10 points
14. The budget and timeline are thorough and realistic (evidence of construction and/ or service costs required with application).	Up to 10 points
Total Potential Points	70

***FOR 2022, the Median Family Income for the City of Newberg was \$106,500.**

DEFINITIONS:

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

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

Mary Heberling-Creighton

From: Scott A. Bontrager <info@bontrager.management>
Sent: Tuesday, November 1, 2022 10:32 PM
To: Mary Heberling-Creighton
Subject: Scott & Melissa Bontrager Application addendum

This email originated from outside the City of Newberg's organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Mary,

Here is what I have typed up, that would hopefully better cover the requirements and grading list for our project.

Please let us know if there is anything else that we can provide to help with the process.

Both of the current sets of tenants/occupants in this duplex make less than 80% of the median family income annually. One of the tenants is an older, retired, lady who has a part time job, and otherwise pulls from her social security to pay rent. The other is a young family with 2 kids, where they make a combined income of less than \$60,000.

In the spirit of the mission of the NAHTF, support the development, preservation, and rehabilitation of affordable housing that is affordable to the citizens of Newberg, we are trying to ensure that we have available to our tenants a safe and affordable place for them to live. The duplex improvements we have been able to complete, are all in the spirit of increasing the quality of the home for our tenants, while making energy efficient upgrades to lower their cost of living at the same time. The completed projects at the duplex have been outlined in the original application. Remaining project items we have partnered with local builders and contractors who have been willing to donate their time and guidance to help us complete our remaining items on time and on budget. We have reached out to a number of local businesses seeking items that could be utilized in the renovations, rather than the materials being taken to the dump. We have procured cabinetry, and other building materials this way, which has been a huge help in offsetting raising material costs.

We are primed and ready to replace the driveway, having gotten 2 independent quotes from concrete contractors validating each other on the timeline, and cost of the project. All timelines and costs for building materials have skyrocketed since the start of the pandemic, but concrete costs have quadrupled, and turned a manageable job into, a major financial investment. We have been assured, that even though we are now in the rainy season, we can still move forward with the driveway replacement, and once funding has been secured, we would scheduled for the demolition and removal of the old crumbling driveway. New concrete would be poured, and covered in plastic to cure, but that the timing of the delivery would be weather dependent, as it should not be actively raining when the finish work is completed. From where we are now, the timetable for completion of the driveway would be less than 6 weeks from funding, enveloping the waiting window, demo, leveling, pouring new driveway, and lastly beginning of the curing process.

We would be working around the occupants, and they have agreed that they would not require relocation during the time of the driveway replacement.

We purchased the duplex last year, and have been working to make these repairs and upgrades in a timeline in agreement with the occupants of the duplex. We have not initiated any applications for federal funding, or the like for this or any project.

As a private landlord, seeking assistance in funding to keep our rentals as affordable as possible for our current and future tenants in Newberg, we are hoping that the Newberg Affordable Housing Trust Funds is deemed the most appropriate funding source for the project. There were several safety concerns raised during the home inspection when we were purchasing the residence, and we have been working to address each of those areas of concern. A big ticket item that has been growing, both in risk and cost, is the issue of the failing driveway. We have been able to avoid raising rent, keeping it at the 30% of household income amount for our tenants, but in order to afford this last repair, we would be forced to raise rents to cover the cost.

We moved to Newberg in 2016 seeking a fresh start, in a place we would be proud to raise a family. We had to leave behind our full-time jobs, and started our new roots in Newberg, with Melissa attending George Fox, to get her MBA. We learned first hand how important, but also limited, affordable housing, especially in the Newberg area is. Even with both of us working, we still struggled to meet the sharply raising monthly rental rates. We wanted to be compassionate landlords, providing a safe, affordable, and comfortable place that our renters would be proud to call home. We have used this as our compass throughout our project, and that is why we are calling on NAHTF to assist us on this last project.

As stated in our original Application, we are not looking to raise rent on the occupants of the Duplex, and if awarded monetary support, we would be open to recommendations on the duration of a rent lock by NAHTF.

Thanks,
Scott and Melissa Bontrager

AHC Scores Peace Trail Village

		Norton	Banks	Dailey	Rickert	
Minimum Threshold Criteria						
1. The project is considered an eligible use or activity under Section 3, and benefits households earning less than 80% of the area median income (threshold verification)*.	N/A					
2. If the project is related to the provision of technical assistance to affordable housing providers, the use of Newberg Affordable Housing Trust Funds functions to increase the capacity of the organization to specifically address the mission of the NAHTF (threshold verification).	N/A					
3. The project is ready for implementation.	N/A					
4. If the project includes the acquisition of property, the identified property is currently available for acquisition and the applicant has secured either a purchase option or letter of interest from the seller. If the applicant is also applying for federal funding (i.e. Community Development Block Grants or HOME) they should carefully review procurement requirements and limitations before obtaining a purchase option.	N/A					
5. That relocation of existing residents will be minimized, and when necessary, the applicant has included accurate relocation assistance costs as part of the project pro forma.	N/A					
6. The proposal demonstrates that the Newberg Affordable Housing Trust Funds are the most appropriate funding source for the project.	N/A					
Scored Application Criteria						
		Norton	Banks	Dailey	Rickert	Total
7. The project provides new affordable housing, or new affordability, through retention or rehabilitation of existing housing, within the city.	Up to 10 points	10	10	10	10	40
8. The project retains the affordable housing units as affordable. The longer period of time the units remain affordable, the higher ranking the project shall be given.	Up to 15 points	12	15	10	15	52
9. The project provides deeply affordable housing for households earning less than 30% of the median family income.	Up to 5 points	5	5	5	5	20
10. The project addresses energy conservation through the integration of green building technologies in new construction, or achieves greater energy efficiency and cost savings to tenants through rehabilitation of existing housing.	Up to 5 points	3	2	2	0	7

AHC Scores Peace Trail Village

		Norton	Banks	Dailey	Rickert	Total
11. The project maximizes partnerships in the community (volunteers, in-kind contributions, cash contributions, multiple organization involved, etc.) and demonstrates alliance building that directly benefits community members in need, such as helping build household wealth.	Up to 5 points	5	5	5	5	20
12. The project utilizes already existing resources in effective and innovative ways. The project shall not duplicate services provided by another organization.	Up to 10 points	9	10	10	10	39
13. The agency submitting the proposal has the capacity to carry out the project and has had demonstrated successes completing projects of similar scope. Higher points to projects that demonstrate engagement and contracting with D/M/W/ESB/SDVBE businesses in the last 10+ years.	Up to 10 points	7	5	5	5	22
14. The budget and timeline are thorough and realistic (evidence of construction and/ or service costs required with application).	Up to 10 points	5	4	6	5	20
Total Potential Points	70	56	56	53	55	220

AHC Scores - Meridian Duplex

		Norton	Banks	Dailey	Rickert	
Minimum Threshold Criteria						
1. The project is considered an eligible use or activity under Section 3, and benefits households earning less than 80% of the area median income (threshold verification)*.	N/A					
2. If the project is related to the provision of technical assistance to affordable housing providers, the use of Newberg Affordable Housing Trust Funds functions to increase the capacity of the organization to specifically address the mission of the NAHTF (threshold verification).	N/A					
3. The project is ready for implementation.	N/A					
4. If the project includes the acquisition of property, the identified property is currently available for acquisition and the applicant has secured either a purchase option or letter of interest from the seller. If the applicant is also applying for federal funding (i.e. Community Development Block Grants or HOME) they should carefully review procurement requirements and limitations before obtaining a purchase option.	N/A					
5. That relocation of existing residents will be minimized, and when necessary, the applicant has included accurate relocation assistance costs as part of the project pro forma.	N/A					
6. The proposal demonstrates that the Newberg Affordable Housing Trust Funds are the most appropriate funding source for the project.	N/A					
Scored Application Criteria						
		Norton	Banks	Dailey	Rickert	Total
7. The project provides new affordable housing, or new affordability, through retention or rehabilitation of existing housing, within the city.	Up to 10 points	5	8	0	5	18
8. The project retains the affordable housing units as affordable. The longer period of time the units remain affordable, the higher ranking the project shall be given.	Up to 15 points	7	5	0	5	17
9. The project provides deeply affordable housing for households earning less than 30% of the median family income.	Up to 5 points	2	0	0	3	5
10. The project addresses energy conservation through the integration of green building technologies in new construction, or achieves greater energy efficiency and cost savings to tenants through rehabilitation of existing housing.	Up to 5 points	1	2	1	0	4

AHC Scores - Meridian Duplex

		Norton	Banks	Dailey	Rickert	Total
11. The project maximizes partnerships in the community (volunteers, in-kind contributions, cash contributions, multiple organization involved, etc.) and demonstrates alliance building that directly benefits community members in need, such as helping build household wealth.	Up to 5 points	3	5	1	2	11
12. The project utilizes already existing resources in effective and innovative ways. The project shall not duplicate services provided by another organization.	Up to 10 points	5	4	0	5	14
13. The agency submitting the proposal has the capacity to carry out the project and has had demonstrated successes completing projects of similar scope. Higher points to projects that demonstrate engagement and contracting with D/M/W/ESB/SDVBE businesses in the last 10+ years.	Up to 10 points	6	7	5	8	26
14. The budget and timeline are thorough and realistic (evidence of construction and/ or service costs required with application).	Up to 10 points	6	9	7	10	32
Total Potential Points	70	35	40	14	38	127