Keene Housing

Keene Housing
Board of Commissioners Meeting
January 20, 2016

Keene State College "Skills and Drills" Event
with Keene Housing Kids Collaborative

Meeting Location:
Forest View Family Activity Center
5 Harmony Lane
Keene, NH 03431

Keene Housing

Board of Commissioners Meeting
Wednesday, January 20, 2016
Table of Contents

Agenda……1

December 16, 2015 Board Meeting Minutes……2

Approval of Change to the Tenant Selection Occupancy Plan……5

Housing Management Report……12

Finance Report……19

Solicitation Log……21

Keene Housing Kids Collaborative Newsletter……22

Keene Housing Calendar of Events ……23

Keene Housing

BOARD OF COMMISSIONERS MEETING
WEDNESDAY, JANUARY 20, 2016
12:00 P.M.
FOREST VIEW FAMILY ACTIVITY CENTER
5 HARMONY LANE, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the December 16, 2015 Keene Housing Board Meeting Minutes

IV. Executive Director's Report

V. Management Report

VI. Old Business

VII. New Business

a. Keene Housing Kids Collaborative Update

b. Approval of Change to Tenant Selection and Occupancy Plan (Resolution No. 543)

VIII. Public Comment

IX. Non-Public Session
Convene to Non-Public Session to discuss:
A personnel matter pursuant to RSA 91-A:3, II (a); and
The acquisition, sale, or lease of land pursuant to RSA 91-A:3, II (d).

X. Adjournment

Minutes of the Keene Housing Board of Commissioners Meeting
Wednesday, December 16, 2015

Chairperson Robator called the Keene Housing Board of Commissioners meeting to order at 12:04 p.m. Secretary Meehan called the roll and declared a quorum present.

Commissioners in attendance:
- Lee Robator, Chairperson
- J.B. Mack, Vice Chairperson
- Tom Moses, Commissioner

Absent:
- Pam Slack, Commissioner
- Jennifer Marsh, Commissioner

Also in attendance:
- Joshua Meehan, Secretary
- Amy Wright, Director of Administration
- Linda Griffin, Director of Finance
- Sandy Clark, Director of Facilities and Assets
- April Buzby, Planning and Policy Analyst
- Erin Kennelly, Intake Specialist

MINUTES:

Chairperson Robator called for approval of the November 18, 2015 Board of Commissioners meeting minutes. Commissioner Moses made a motion to approve the minutes. Commissioner Mack seconded the motion, which upon being put to vote, the minutes passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Secretary Meehan announced the Fiscal Year 2016 Omnibus Spending Bill was released which included language to extend current Moving to Work (MTW) agreements until the end of Fiscal Year 2028. In addition, the language prohibits any statutory offset of any reserve balances equal to four (4) months of operating expenses. There are smaller items still under negotiation but this is extremely good news for Keene Housing. Secretary Meehan acknowledged the local support of our community partners and the New Hampshire delegation.

Secretary Meehan and Linda Mangones, Community Development Block Grant (CDBG) Administrator recently met with the Cheshire County Commissioners to discuss the Riverbend rehabilitation project. Keene Housing received unanimous approval for the County delegation to sponsor the $500,000 CDBG application.

Secretary Meehan stated the public comment period is open for Keene Housing's Draft Amended Moving to Work (MTW) Annual Plan for Fiscal Year 2015. The Draft Amended Plan includes one proposed new initiative, Project M.A.R.C.H. (Monadnock Area Resources Curing Homelessness), a sponsor-based program designed in cooperation with Southwestern Community Services (SCS) to help homeless veteran and non-veteran individuals and families move into permanent housing. Secretary Meehan has spoken to New Hampshire legislators and they are writing letters of support for this new initiative.

Keene Housing is holding its annual Holiday Staff Luncheon at 12:00 p.m. on Thursday, December 17, 2015. Secretary Meehan extended an invitation to the Board of Commissioners. Chairperson Robator congratulated Secretary Meehan and the staff of Keene Housing for a successful year and wished everyone a happy holiday.

MANGEMENT REPORT:

No topics were presented.

FINANCE REPORT:

Ms. Griffin reviewed the consolidated financial operations and variances to budget for Keene Housing owned and managed properties.

OLD BUSINESS:

No topics were presented.

NEW BUSINESS:

Resolution No. 536 – Approval of Bad Debt Write-Offs for 2015

The Keene Housing Board of Commissioners authorizes the Finance Department to write-off tenant's old accounts receivable for approximately $43,926 as uncollectible bad debt for the fiscal year ending December 31, 2015 and an additional $20,367 as uncollectible bad debt for the fiscal year ending December 31, 2014 pursuant to the December 10, 2015 memorandum from Linda Griffin, Finance Director to Joshua Meehan, Executive Director. Commissioner Moses moved the motion to approve the resolution. Commissioner Mack seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 537 – Approval of 2016 Operating Budget and 2016 Capital Budget for Keene Housing and Affiliates

The Keene Housing Board of Commissioners authorizes the adoption of the proposed consolidated Keene Housing 2016 Budget as presented, and further authorizes the Director of Finance to make necessary line item adjustments at the discretion of the Executive Director not to exceed a 10% increase or the aggregate total not to exceed $100,000, pursuant to the December 11, 2015 memorandum from Linda Griffin, Finance Director to Joshua Meehan, Executive Director. Commissioner Mack moved the motion to approve the resolution. Commissioner Moses seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 538 – Approval of Employee Handbook

The Keene Housing Board of Commissioners adopts the revised Employee Handbook pursuant to the November 30, 2015 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director. Commissioner Mack moved the motion to approve the resolution. Commissioner Moses seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 539 – Approval to Adopt the Amendment and Restatement of Keene Housing's Money Purchase Retirement Plan

The Keene Housing Board of Commissioners adopts the amendment and restatement of Keene Housing's Money Purchase Retirement Plan pursuant to the December 1, 2015 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director. Commissioner Mack moved the motion to approve the resolution. Commissioner Moses seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 540 – Approval of 2016 Voucher Payment Standard

The Keene Housing Board of Commissioners, approves no change in the Voucher Payment Standards in FY 2016, pursuant to the December 3, 2015 memorandum from the Director of Programs and Services Denise C. Pratt to Executive Director Joshua R. Meehan. Commissioner Moses moved the motion to approve the resolution. Commissioner Mack seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 541 – Approval of MTW Funds for Riverbend Apartments CDBG Application

The Keene Housing Board of Commissioners authorizes the transfer of $250,000 in Moving to Work funds to a separate account for the dedicated purpose of making improvements at Riverbend Apartments, pursuant to the December 9, 2015 memorandum from Linda Mangones, CDBG Administrator to Joshua R. Meehan, Executive Director. Commissioner Mack moved the motion to approve the resolution. Commissioner Moses seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 542 – Approval of Moving to Work Administrative Plan

The Keene Housing Board of Commissioners approves revisions to the Moving to Work Administrative Plan for the Moving to Work Housing Choice Voucher Program; and further authorizes the Executive Director to make any corrections necessary, pursuant to the December 9, 2015 memorandum from Planning and Policy Analyst April A. Buzby to Executive Director Joshua R. Meehan. Commissioner Moses moved the motion to approve the resolution. Commissioner Mack seconded the motion, which upon being put to vote, was passed unanimously.

PUBLIC COMMENT:

No members of the public were in attendance.

NON-PUBLIC SESSION:

No motion was made to move to Non-Public Session.

Commissioner Mack made a motion to adjourn the meeting. Commissioner Moses seconded the motion, which upon being put to vote, was passed unanimously. There being no further business, Chairperson Robator adjourned the Board meeting at 1:13 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

12/21/2015
Date

Keene Housing

Resolution No. 543

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   Revision to Tenant Selection and Occupancy Policy regarding Tenant access to an Informal Hearing when issued an adverse decision.

2. Date of Board Meeting: January 20, 2016

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners approves adoption of the revision to the Tenant Selection and Occupancy Policy concerning the Informal Hearing on adverse decisions pursuant to the January 4, 2016 Memorandum from Carolyn Crane, Director of Housing to Joshua R. Meehan, Executive Director.

4. All Backup Attached?

   Yes X No ☐

   If no, what is missing and when will it be submitted: _____

5. Department Head Approval Signature Carolyn Crane Date: 1/12/16

6. Statement of availability of funds by Finance Manager

   Funds Budgeted and Available Yes ☐ No ☐ Source _____

   Account #_____

   Finance Manager Approval Signature _____ Date: _____

7. Executive Director Approval Signature _____ Date: 1/9/16

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Carolyn Crane, Director of Housing
Subject: Change to Tenant Selection and Occupancy Policy
Date: January 4, 2016

This memorandum recommends that the Board of Commissioners approve a revision to the Tenant Selection and Occupancy Policy (TSOP). The need for these changes became apparent as we began to operationalize the new policy document.

Tenant rights to review of adverse decisions- This change was published for a 15 day comment period from December 15, 2015 to Monday January 4, 2016. No comments were received.

Currently when KH makes an adverse decision affecting a Tenant, the resident has a two-part appeal process available, described as the Informal Resolution and a Grievance Hearing.

The change we are proposing combines those two into a single Informal Hearing. This change ensures that residents continue having adequate opportunity to discuss adverse decisions and that KH is meeting its legal and program requirements, while reducing the time and administrative burden associated with the current process.

The change is in Chapter 14 D. and reads as follows:

Informal Hearing for Tenant Households

1. KH gives tenants the opportunity for a meeting to discuss any adverse decision which the household challenges.

2. Examples of adverse decisions affecting tenants include, but are not limited to:

    a. Households receives a lease violation for unauthorized person(s) living in the unit.
    b. Subsidy is removed because the household failed to provide information necessary to complete recertification.
    c. Subsidy is removed because KH receives inaccurate information.
    d. Household receives an eviction notice.

3. Requests for an Informal Hearing must be made, either in person or in writing, within ten (10) business days of receipt of the notice of a decision.

4. KH will schedule the Hearing within ten (10) days of receipt of the request and notify the household of the date and time of the meeting in writing.

5. The Hearing will be conducted by a KH staff member other than the one who made the decision or a Department Director.

6. A tenant with a disability may request a reasonable accommodation in order to fully participate in the Hearing.

    a. KH may, if necessary, reschedule the Informal Hearing to provide the accommodation.

7. The tenant may bring a person or persons of his/her choosing to accompany them to the Hearing.

8. KH will provide a written summary of the discussion and any decision as it relates to the adverse decision.

    a. The summary is mailed to the household within five (5) business days of the Hearing described above.

    b. The summary will specify the names of the participants, date of the meeting, the nature of the adverse action, the final decision, and a statement explaining the reason(s) for the decision.

9. If the household fails to appear for their Informal Hearing, the decision being challenged will stand and the KH will notify the household.

Recommendation:

Accordingly, I recommend that the Board consider this resolution, which states:

> **Resolution:** That the Keene Housing Board of Commissioners approves adoption of the revision to the Tenant Selection and Occupancy Policy concerning the Informal Hearing on adverse decisions pursuant to the January 4, 2016 Memorandum from Carolyn Crane, Director of Housing to Joshua R. Meehan, Executive Director.

Chapter 14. Appeals for Adverse Decisions

A. Overview

When KH makes a decision that adversely affects a household, the household is often entitled to appeal the decision. In these instances, KH provides one avenue for applicants and two avenues for tenant households:

1. For applicant households the appeal takes the form of an Informal Review.
2. For tenant households the appeal takes the form of an Informal Hearing.

B. Notice to the Household of Right to Appeal

1. In the cases described in this Section, KH notifies the household that the household may ask for an explanation of the basis of KH's determination, and that if the household does not agree with the determination, the household may appeal the decision.
2. KH provides the household prompt written notice of the household's right to appeal a decision. The notice will:
   a. Contain a brief statement of the reasons for the decision; and
   b. State that if the household does not agree with the decision, the household may appeal the decision, in writing, within ten (10) business days of the notification.

C. Informal Review for Applicant Households

1. KH provides an Informal Review to applicants housholed disputing a denial of admission.
2. Prior to notification of denial based on information obtained from criminal or sex offender registration records, the household must be given the opportunity to dispute the information in those records which would be the basis of the denial.
3. KH does not provide the applicant an opportunity for an Informal Review for any of the following reasons:
   a. A determination of the household apartment size under KH occupancy standards
   b. Objections to KH policies or procedures
   c. Discretionary administrative determinations by KH

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4. KH must schedule and send written notice of the Informal Review within five (5) business days of the household's request.
5. The Informal Review will be conducted by a person other than the one who made the decision under review.
6. The applicant will be provided an opportunity to present written or oral objections to KH's decision.
7. The staff member conducting the Informal Review will make a recommendation to KH, but KH is responsible for making the final decision as to whether admission should be granted or denied.
8. KH will notify the applicant of the final decision, including a statement explaining the reason(s) for the decision.
    a. The notice will be mailed within five (5) business days of the Informal Review to the applicant and a representative, if any.
9. If the Informal Review decision overturns the denial, processing for admission will resume.
10. If the household fails to appear for their Informal Review, the denial of admission will stand and the KH will notify the household.

D. Informal Hearing for Tenant Households

1. KH gives tenants the opportunity for a meeting to discuss any adverse decision which the household challenges.
2. Examples of adverse decisions affecting tenants include, but are not limited to:
    a. Household receives a lease violation for unauthorized person(s) living in the unit.
    b. Subsidy is removed because the household failed to provide information necessary to complete recertification.
    c. Subsidy is removed because KH receives inaccurate information.
    d. Household receives an eviction notice.
3. Requests for an Informal Hearing must be made, either in person or in writing, within ten (10) business days of receipt of the notice of a decision.
4. KH will schedule the Hearing within ten (10) days of receipt of the request and notify the household of the date and time of the meeting in writing.
5. The Hearing will be conducted by a KH staff member other than the one who

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made the decision or a Department Director.

6. A tenant with a disability may request a reasonable accommodation in order to fully participate in the Hearing.
    a. KH may, if necessary, reschedule the Informal Hearing to provide the accommodation.
7. The tenant may bring a person or persons of his/her choosing to accompany them to the Hearing.
8. KH will provide a written summary of the discussion and any decision as it relates to the adverse decision.
    a. The summary is mailed to the household within five (5) business days of the Hearing described above.
    b. The summary will specify the names of the participants, date of the meeting, the nature of the adverse action, the final decision, and a statement explaining the reason(s) for the decision.
9. If the household fails to appear for their Informal Hearing, the decision being challenged will stand and the KH will notify the household.

E. Grievance Hearings for Evergreen Knoll Residents (pending)

1. Tenants or applicant may file a grievance in writing with KH in response to a KH action, or failure to act, in accordance with the lease or USDA Rural Development regulations that results in a denial, significant reduction, or termination of benefits or when a tenant or applicant contests a notice from KH of proposed adverse action as provided below.
2. In the case of a proposed action that may have adverse consequences for tenants or applicants such as denial of admission to occupancy and changes in the occupancy rules or lease,KH must notify the tenant or applicant in writing.
3. The notice must give specific reasons for the proposed action. The notice must also advise the tenant or applicant of "the right to respond to the notice within ten (10) calendar days after date of the notice" and of "the right to a hearing in accordance with 7 CFR 3560.160 (f), which is available upon request."
4. The notice must contain the following information:
    a. Any tenant/member or prospective tenant/member seeking occupancy in or use of Agency facilities who believes he or she is being discriminated

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against because of age, race, color, religion, sex, familial status, disability, or national origin may file a complaint in person with, or by mail to the U.S. Department of Agriculture's Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW., Washington DC 20250-9410 or to the Office of Fair Housing and Equal Opportunity, U.S. Department of Housing and Urban Development (HUD), Washington, DC 20410. Complaints received by Agency employees must be directed to the National Office Civil Rights Staff through the State Civil Rights Manager .

5. The grievance process should always begin with an informal meeting between the grieved party and the KH representative. KH must offer to meet with tenants to discuss the grievance within 5 calendar days of receiving the grievance.
6. Following an informal meeting is held, KH must provide a summary of the meeting to the tenant within ten (10) calendar days of the meeting date.
7. In the event that a formal hearing is necessary the parties will select a hearing panel or hearing officer to govern the hearing. Within ten (10) calendar days after the hearing, all parties are informed of the decision.

F. United States Citizenship and Immigration Services (USCIS) Appeal Process

1. Denial or termination of assistance based on immigration status is subject to special hearing and notice rules. These special hearings are referred to in the regulations as informal hearings, but the requirements for such hearings are different from the appeal process used to deny applicant or tenant households for reasons other than immigration status.
2. When KH receives notification that the USCIS secondary verification failed to confirm eligible immigration status, KH must notify the household of the results of the USCIS verification. The household will have twenty (20) business days from the date of the notification to request an appeal of the USCIS results. The request for appeal must be made by the household in writing directly to the USCIS. The household must provide KH with a copy of the written request for appeal and proof of mailing within ten (10) business days.
3. KH will notify the household in writing of the results of the USCIS secondary verification within ten (10) business days of receiving the results.
4. The household must forward to the designated USCIS office any additional documentation or written explanation in support of the appeal. This material must include a copy of the USCIS document verification request (used to process

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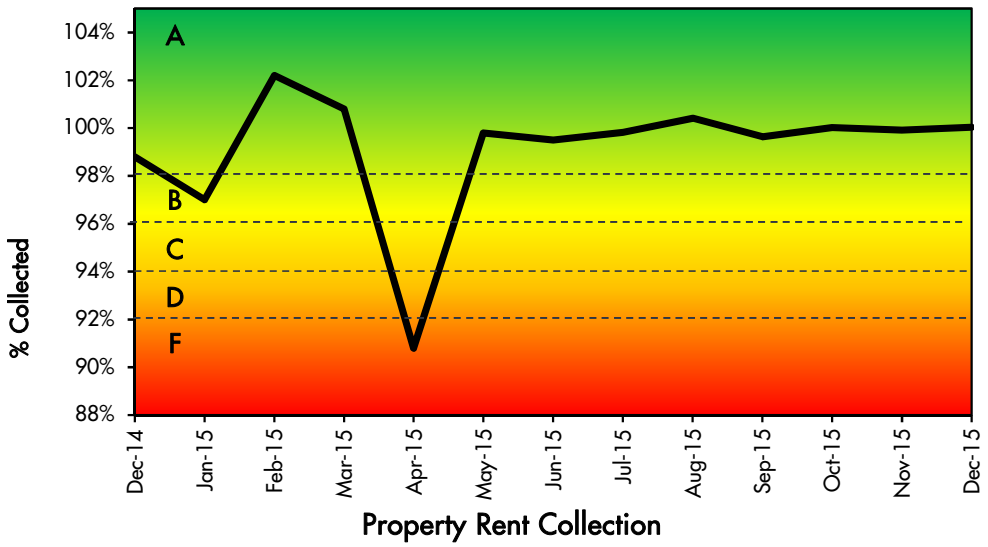
Keene Housing

MANAGEMENT REPORT
DECEMBER 2015

Residential Property Rent Collection Report
December 2015

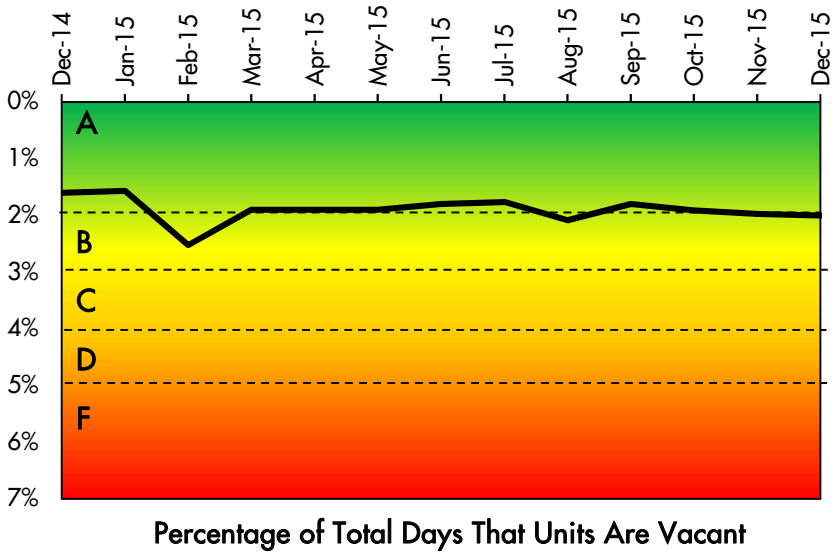
Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$9,120	$9,120	100.0%	A	$100,613	$100,613	100.0%	A
Bennett Block	$4,759	$4,565	95.9%	C	$52,573	$52,388	99.6%	A
Brookbend East	$14,110	$14,989	106.2%	A	$147,459	$147,237	99.8%	A
Brookbend West	$11,200	$10,813	96.5%	B	$126,842	$125,703	99.1%	A
Central Square Terrace	$26,484	$26,452	99.9%	A	$304,458	$304,766	100.1%	A
Cottage Street	$912	$900	98.6%	A	$12,805	$12,771	99.7%	A
Evergreen Knoll LP	$13,034	$14,178	108.8%	A	$118,338	$118,714	100.3%	A
Forest View	$17,732	$17,181	96.9%	B	$202,488	$203,462	100.5%	A
Harper Acres	$40,662	$40,557	99.7%	A	$463,881	$463,805	100.0%	A
Meadow Road Apartments	$5,870	$5,843	99.5%	A	$69,597	$70,239	100.9%	A
North and Gilsum	$16,386	$17,296	105.6%	A	$181,395	$181,150	99.9%	A
Riverbend Apartments	$10,235	$10,663	104.2%	A	$120,090	$120,152	100.1%	A
Scattered Sites	$8,723	$8,720	100.0%	A	$92,426	$92,728	100.3%	A
Stone Arch Village Family	$7,714	$7,983	103.5%	A	$90,926	$90,941	100.0%	A
Stone Arch Village Senior	$12,090	$12,090	100.0%	A	$138,850	$138,877	100.0%	A
Totals	**$199,031**	**$201,349**	**101.2%**	**A**	**$2,122,128**	**$2,122,933**	**100.0%**	**A**



Monthly Vacancy Report

December 2015

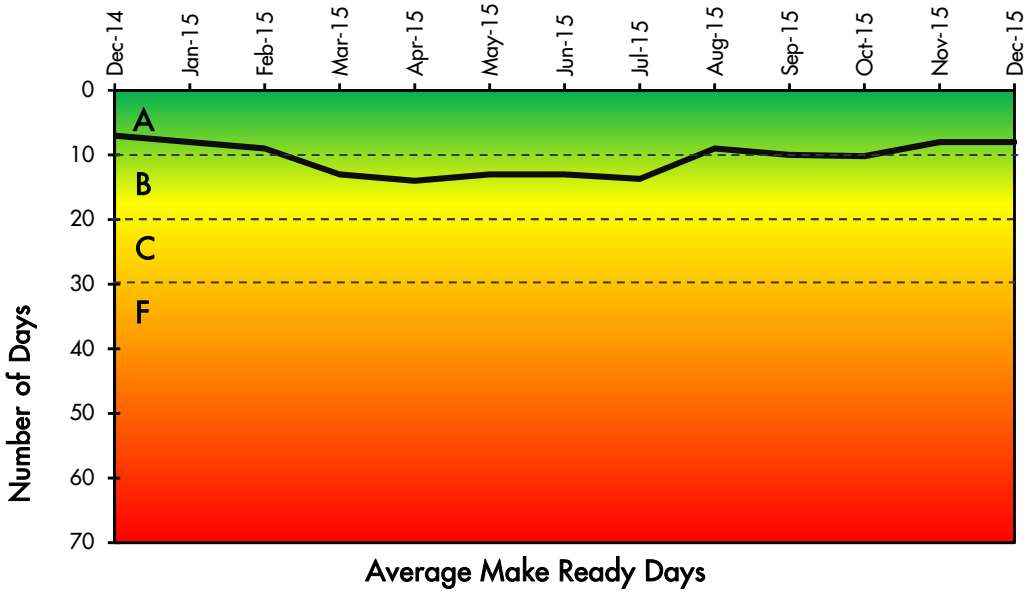
Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	744	18	2.4%	B	2.1%	B
Bennett Block	14	434	0	0.0%	A	1.0%	A
Brookbend East	40	1240	40	3.2%	C	5.3%	F
Brookbend West	35	1085	0	0.0%	A	2.6%	B
Central Square Terrace	90	2790	29	1.0%	A	0.9%	A
Cottage Street	3	93	0	0.0%	A	0.0%	A
Evergreen Knoll LP	32	992	77	7.8%	F	2.5%	B
Forest View	38	1178	82	7.0%	F	4.3%	D
Harper Acres	112	3472	31	0.9%	A	1.2%	A
Meadow Road	18	558	0	0.0%	A	1.7%	A
North and Gilsum	29	899	31	3.4%	C	2.1%	B
Riverbend Apartments	24	744	31	4.2%	D	1.1%	A
Scattered Sites	18	558	3	0.5%	A	2.3%	B
Stone Arch Village Family	24	744	16	2.2%	B	2.0%	B
Stone Arch Village Senior	33	1023	0	0.0%	A	0.7%	A
Report Totals:	**534**	**16,554**	**358**	**2.2%**	**B**	**2.0%**	**A**



Percentage of Total Days That Units Are Vacant

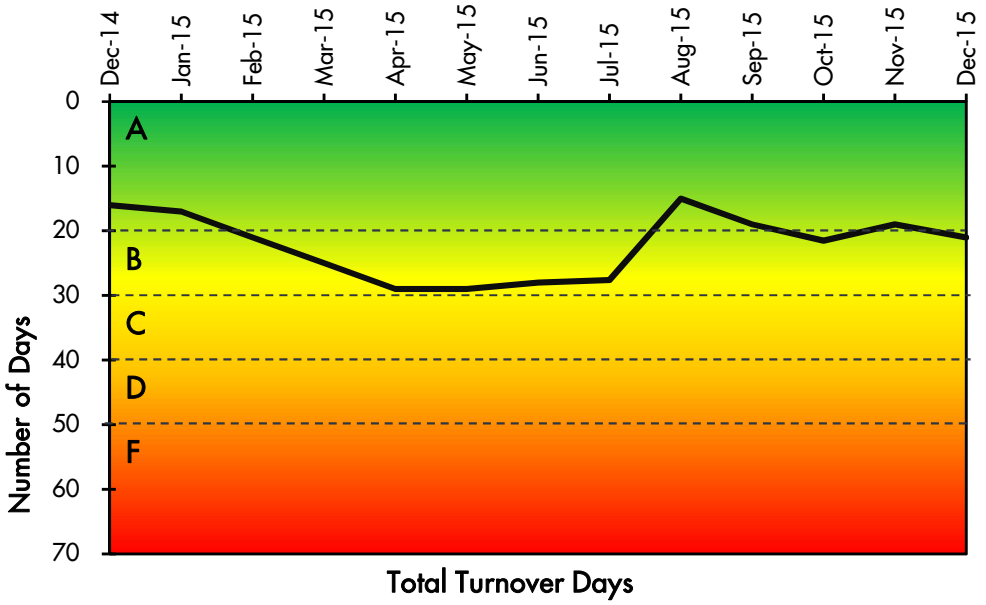
Unit Make Ready Days
December 2015

Community	Number of Units Turned	Avg. Make Ready Days for Month	Monthly Grade	YTD Number of Units Turned	YTD Avg. Make Ready Days	YTD Grade
Ash Brook Apartments	1	0	A	3	6	A
Bennett Block	0	0	A	2	14	B
Brookbend East	2	5	A	17	6	A
Brookbend West	0	0	A	8	10	A
Central Square Terrace	2	2	A	11	5	A
Cottage Street	0	0	A	0	0	A
Evergreen Knoll LP	3	9	A	13	4	A
Forest View	3	13	B	12	3	A
Harper Acres	3	6	A	19	4	A
Meadow Road	0	0	A	3	20	B
North and Gilsum	4	8	A	9	5	A
Riverbend Apartments	2	15	B	4	8	A
Scattered Sites	1	3	A	3	20	B
Stone Arch Village Family	1	0	A	5	12	B
Stone Arch Village Senior	0	0	A	3	6	A
Report Totals:	**22**	**4**	**A**	**112**	**8**	**A**



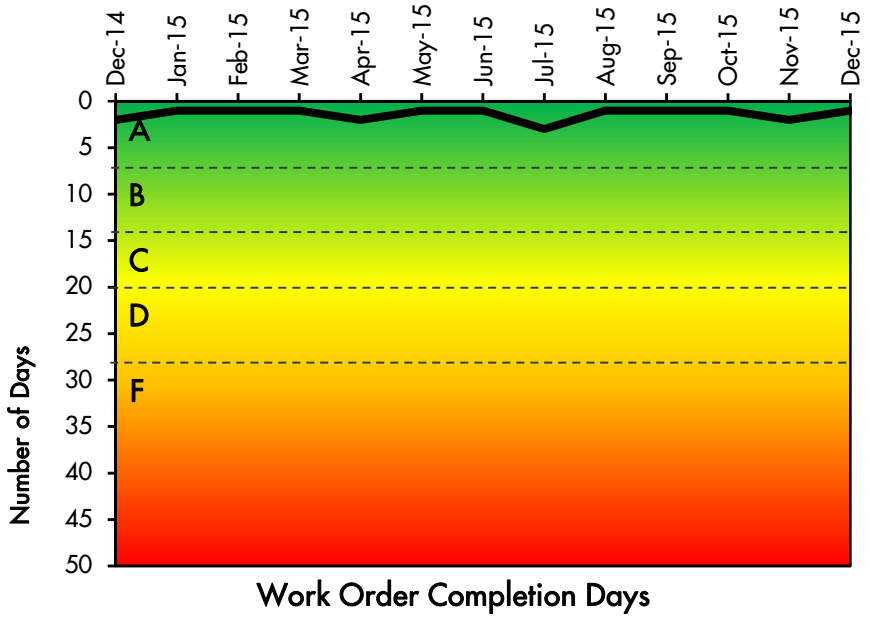
Unit Turnover
December 2015

Community	Avg. Total Turn-around Days For Month	Monthly Grade	YTD Number of Units Turned	YTD Avg. Total Turnaround Days	YTD Grade
Ash Brook Apartments	18	A	3	35	C
Bennett Block	0	A	2	22	B
Brookbend East	31	C	17	15	A
Brookbend West	15	A	8	23	B
Central Square Terrace	0	A	11	14	A
Cottage Street	0	A	0	0	A
Evergreen Knoll LP	26	B	13	10	A
Forest View	28	B	12	15	A
Harper Acres	11	A	19	9	A
Meadow Road	0	A	3	28	B
North and Gilsum	10	A	9	13	A
Riverbend Apartments	16	A	4	16	A
Scattered Sites	4	A	3	51	D
Stone Arch Village Family	17	A	5	32	C
Stone Arch Village Senior	0	A	3	27	B
Report Totals:	**12**	**A**	**112**	**21**	**B**



Residential Property Non-Emergency Work Order Completion Days
December 2015

Community	Number of Work Orders	Avg Days to Complete	Monthly Grade
139 Roxbury Street	8	1	A
Ash Brook Apartments	2	0	A
Bennett Block	10	1	A
Brookbend East	15	1	A
Brookbend West	50	0	A
Central Square Terrace	1	0	A
Cottage Street	2	4	A
Emerald Street House	19	4	A
Evergreen Knoll LP	4	0	A
Forest View	22	1	A
Harper Acres	47	1	A
Keene Housing Main Office	4	0	A
Meadow Road	3	2	A
North and Gilsum	17	2	A
Riverbend Apartments	12	1	A
Scattered Sites	9	4	A
Stone Arch Village Family	7	1	A
Stone Arch Village Senior	32	3	A
Report Totals:	**264**	**1**	**A**



Residential Property Emergency Work Order Completion Days
December 2015

Community	Number of Work Orders	Average Days To Complete	Monthly Grade
139 Roxbury Street	-	-	None
Ash Brook Apartments	-	-	None
Bennett Block	-	-	None
Brookbend East	-	-	None
Brookbend West	-	-	None
Central Square Terrace	1	0	P
Cottage Street	-	-	None
Emerald Street House	-	-	None
Evergreen Knoll LP	-	-	None
Forest View	-	-	None
Harper Acres	-	-	None
Keene Housing Main Office	-	-	None
Meadow Road	-	-	None
North and Gilsum	-	-	None
Riverbend Apartments	-	-	None
Scattered Sites	-	-	None
Stone Arch Village Family	-	-	None
Stone Arch Village Senior	-	-	None
Report Totals:	**1**	**0**	**P**

Keene Housing

FINANCE REPORT
DECEMBER 2015

The December Finance Report will be presented at the February Board Meeting.

Programs and Services FY 2015 HAP & Leasing Utilization Schedule

Moving to Work (MTW)

Month	HAP Budget Authority	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$381,120	$334,758	88%	621	$539	106%	587	$96	$46,362
February	$382,409	$332,622	87%	616	$540	105%	587	$266	$49,787
March	$382,409	$327,373	86%	616	$531	105%	587	$739	$55,036
April	$390,474	$330,856	85%	615	$538	105%	587	$451	$59,618
May	$390,474	$326,015	83%	613	$532	104%	587	$992	$64,459
June	$390,473	$323,436	83%	613	$528	104%	587	$1,568	$67,037
July	$390,473	$324,608	83%	605	$537	103%	587	$200	$65,865
August	$393,659	$327,071	83%	601	$544	102%	587	$156	$66,588
September	$393,659	$328,733	84%	605	$543	103%	587	$61	$64,926
October	$390,473	$323,672	83%	604	$536	103%	587	$61	$66,801
November	$387,288	$320,044	83%	604	$530	103%	587	$0	$67,244
December	$387,289	$317,992	82%	603	$527	103%	587	$0	$69,297
Total	$4,660,200	$3,917,180	84%	7316	$535	104%	7044	$4,589	$743,020

MTW without Transitional Housing Assistance Shelter Program (THASP)

Month	HAP Budget Authority	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$381,120	$326,533	86%	559	$584	95%	587	$96	$54,587
February	$382,409	$324,707	85%	556	$584	95%	587	$266	$57,702
March	$382,409	$318,883	83%	552	$578	94%	587	$739	$63,526
April	$390,474	$322,706	83%	544	$593	93%	587	$451	$67,768
May	$390,474	$317,683	81%	549	$579	94%	587	$992	$72,791
June	$390,473	$315,873	81%	553	$571	94%	587	$1,568	$74,600
July	$390,473	$317,273	81%	542	$585	92%	587	$200	$73,200
August	$393,659	$317,805	81%	540	$589	92%	587	$156	$75,854
September	$393,659	$320,268	81%	544	$589	93%	587	$61	$73,391
October	$390,473	$315,147	81%	543	$580	93%	587	$61	$75,326
November	$387,288	$312,179	81%	544	$574	93%	587	$0	$75,109
December	$387,289	$310,147	80%	546	$568	93%	587	$0	$77,142
Total	$4,660,200	$3,819,204	82%	6572	$581	93%	7044	$4,589	$840,996

Non-Elderly Disabled (NEDs)

Month	HAP Budget Authority	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$53,430	$53,314	100%	100	$533	100%	100	$0	$116
February	$53,430	$53,362	100%	100	$534	100%	100	$0	$68
March	$53,430	$53,832	101%	101	$533	101%	100	$0	($402)
April	$54,745	$54,034	99%	99	$546	99%	100	$0	$711
May	$54,745	$52,938	97%	99	$535	99%	100	$0	$1,807
June	$54,746	$53,319	97%	99	$539	99%	100	$0	$1,427
July	$54,746	$52,911	97%	98	$540	98%	100	$0	$1,835
August	$54,746	$53,142	97%	97	$548	97%	100	$0	$1,604
September	$54,746	$53,591	98%	98	$547	98%	100	$0	$1,155
October	$54,746	$53,857	98%	97	$555	97%	100	$0	$889
November	$54,746	$54,864	100%	100	$549	100%	100	$0	($118)
December	$54,746	$56,054	102%	101	$555	101%	100	$0	($1,308)
Total	$653,002	$645,218	99%	1189	$543	99%	1200	$0	$7,784

Mainstream

Month	HAP Budget Authority	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$27,309	$29,317	107%	50	$586	100%	50	$0	($2,008)
February	$27,309	$29,296	107%	50	$586	100%	50	$0	($1,987)
March	$27,309	$29,038	106%	49	$593	98%	50	$0	($1,729)
April	$27,790	$27,821	100%	47	$592	94%	50	$0	($31)
May	$27,790	$27,793	100%	47	$591	94%	50	$0	($3)
June	$27,790	$28,481	102%	49	$581	98%	50	$0	($691)
July	$27,790	$27,407	99%	49	$559	98%	50	$0	$383
August	$27,790	$27,347	98%	49	$558	98%	50	$0	$443
September	$27,790	$27,463	99%	49	$560	98%	50	$0	$327
October	$27,790	$26,843	97%	48	$559	96%	50	$0	$947
November	$27,790	$28,627	103%	50	$573	100%	50	$0	($837)
December	$27,790	$28,159	101%	51	$552	102%	50	$0	($369)
Total	$332,037	$337,592	102%	588	$574	98%	600	$0	($5,555)

FY15 targets are 100% Utilization in NEDs and Mainstream, 93% in MTW without THASP, and 104% in MTW with THASP.

2014 Summary			
Program	UMA	UML	% UML
MTW	7044	7265	103%
NED	1200	1186	99%
MS	600	574	96%

Keene Housing
Solicitation Log

Type	Solicitation #	Solicitation Dates	Description of Services	Dept.	Firm/Vendor	Comments/Contract Value	Contract Status	EXPIRATION DATES
RFP	101-TA	10/18/12 - 11/16/12	TECHNICAL ASSISTANCE	AGENCY WIDE	EDGEMERE CONSULTING	< $50,000.00	RENEWED 01/15/15	**01/15/16**
RFP	102-GD	12/18/12 - 01/22/13	GRAPHIC DESIGN	AGENCY WIDE	IMARC, LLC	$14,875.00	RENEWED 3/01/15	**03/01/16**
RFP	103-WD	12/18/12 - 01/22/13	WEB DESIGN	AGENCY WIDE	IMARC, LLC	$37,625.00	EXPIRED	09/01/13
RFQ	104-LA	04/15/14 - 11/15/14	LAWN MAINTENANCE	AGENCY WIDE	JM CONSTRUCTION	< $82,481.37	EXPIRED	11/15/14
RFP	105-DC	04/08/13 - 05/09/13	DEVELOPMENT CONSULTING	AGENCY WIDE	TAG ASSOCIATES	< $50,000.00	RENEWED 8/15/15	08/15/16
RFP	106-CA	05/17/13 - 06/21/13	CAPITAL NEEEDS ASSESSMENT	KAHP/139 ROXBURY ST	GDS ASSOCIATES	$7,969.00	EXPIRED	10/22/13
RFQ	107-SR	07/23/13 - 08/19/13	SNOW REMOVAL	KAHP/MEADOW/COTTAGE	AGM LANDSCAPING	$25,750.00	EXTENDED 10/15/14	05/15/16
RFQ	108-HS	07/31/13 - 08/23/13	HEATING/AC/AH	AGENCY WIDE	GARY JACKSON HEATING	$19,030.00	RENEWED 9/14/14	09/14/16
RFQ	109-FS	08/05/13 - 08/30/13	FLOORING SERVICES	AGENCY WIDE	SYD'S CARPET & SNOOZE ROOM	FEE FOR SERVICE	EXECUTED 9/16/13	10/19/16
RFP	110-AE	03/21/14 - 04/21/14	ARCHITECT/ENGINEERING	AGENCY WIDE	WELLER & MICHAL	FEE FOR SERVICE	EXECUTED 5/13/14	05/13/16
		03/21/14 - 04/21/14	ARCHITECT/ENGINEERING	AGENCY WIDE	STEVENS & ASSOCIATES	FEE FOR SERVICE	EXECUTED 6/13/14	06/13/16
		03/21/14 - 04/21/14	ARCHITECT/ENGINEERING	AGENCY WIDE	DIETZ ASSOCIATES	FEE FOR SERVICE	EXECUTED 10/10/14	10/10/16
RFP	111-TR	03/15/14 - 03/28/14	TRASH REMOVAL	AGENCY WIDE	WASTE MANAGEMENT	FEE FOR SERVICE	EXTENDED 5/1/15	05/01/16
RFP	112-EL	04/12/14 -04/28/14	ELECTRICAL	AGENCY WIDE	TATTERSALL ELECTRIC	FEE FOR SERVICE	EXECUTED 5/15/15	05/14/17
RFP	113-PG	04/26/14 - 05/12/14	PROPANE GAS HEATING	AGENCY WIDE	KEENE GAS	1.25/1.35 PER GALLON	RENEWED 7/1/15	06/30/16
RFP	114-EC	10/29/14 - 12/01/14	ENERGY CONSULTING	AGENCY WIDE	NOVA CONSULTING GROUP	< $50,000.00	EXECUTED 1/23/15	01/31/16
QBS	115-LG	07/01/14 - 08/31/14	LEGAL	AGENCY WIDE	BRAGDON, DOWD & KOSSAYDA	< $50,000.00	RENEWED 9/1/15	08/31/16
		07/01/14 - 08/31/14	LEGAL	AGENCY WIDE	DRUMOND WOODSUM	FEE FOR SERVICE	RENEWED 9/1/15	08/31/16
		07/01/14 - 08/31/14	LEGAL	AGENCY WIDE	HAWKINS DELAFIELD & WOOD	FEE FOR SERVICE	RENEWED 9/1/15	08/31/16
		07/01/14 - 08/31/14	LEGAL	AGENCY WIDE	KLEIN HORNIG LLP	< $50,000.00	RENEWED 9/1/15	08/31/16
		07/01/14 - 08/31/14	LEGAL	AGENCY WIDE	SHEEHAN PHINNEY BASS & GREEN	FEE FOR SERVICE	RENEWED 9/1/15	08/31/16
RFP	116-HQ	09/26/14-10/21/14	HOUSING (HQS) INSPECTION	AGENCY WIDE	NO SUBMISSIONS	N/A	EXPIRED RFP	N/A
		09/04/15-09/28/15	HOUSING (HQS) INSPECTION	AGENCY WIDE	NO SUBMISSIONS	N/A	EXPIRED RFP	N/A
RFP	117-LC	02/06/15-03/23/15	LAWN CARE/LANDSCAPING	AGENCY WIDE	JM CONSTRUCTION	<82,000.00	**DEFAULT 07/13/15**	N/A
		EMERGENCY HIRE	LAWN CARE/LANDSCAPING	AGENCY WIDE	AGM LANDSCAPING	<69,000.00	7/14/2015	11/14/15
RFP	118-TA	11/30/15-12/30/15	TECHNICAL ASSISTANCE	AGENCY WIDE	N/A	< $50,000.00	**ISSUED RFP**	N/A
RFP	119-GD	11/30/15-12/30/15	GRAPHIC DESIGN	AGENCY WIDE	N/A	< $15,000.00	**ISSUED RFP**	N/A

KEY:

IFB Invitation for Bid

QBS Qualifications Based Selection

RFB Request for Bid

RFP Request for Procurement
Request for Proposal

RFQ Request for Quote
Request for Qualifications

Keene Housing Kids Collaborative

January

Newsletter

January 6th
Both Clubhouses
will participate in a Skills & Drills Clinic with the KSC Basketball team.

January 5th FV & **8th** N/G
The kids will embark on a winter hike on the Gilsum Porcupine Falls trail.

2016 Clubhouse Registrations are due.

January 14th FV & 15th N/G
The kids will be making homemade candles.

January 19th & 26th FV & January 22nd & 27th N/G
We will begin a two week series of Archery.

January 28th FV & 29th N/G
The Clubhouse kids will go bowling at Yankee Lanes

No Clubhouse January 13th

JANUARY 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Office Closed New Year's Day	2
3 KHKC - Keene Family YMCA Winter Session Begins	4 KHKC - Miracles in Motion Horseback Riding Winter Session Begins	5	6	7 NHHFA Management Review Stone Arch Village Senior	8	9
10	11 KHKC - Franklin Elementary afterschool Homework Help at N&G FAC	12	13	14 KHKC - Baby & Toddler Playgroup at Forest View FAC	15 KHKC - Franklin Elementary afterschool Homework Help at N&G FAC	16
17	18 Office Closed Martin Luther King, Jr. Day	19	20 Board of Commissioners Meeting	21 KHKC - Baby & Toddler Playgroup at Forest View FAC	22	23
24	25 KHKC - MoCo Spring Classes Begins	26	27	28 KHKC - Baby & Toddler Playgroup at Forest View FAC	29	30
31						

Keene Housing

FEBRUARY 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8 2/8 - 2/12 Otis Atwell Audit	9	10	11 KHKC - Valentine's Day Party	12	13
14	15 Office Closed Presidents' Day	16	17 Board of Commissioners Meeting	18	19 KHKC - Top Chef Competition	20
21	22	23	24	25 KHKC - Top Chef Competition	26	27
28	29					

Keene Housing