Keene Housing

Keene Housing
Board of Commissioners Annual Meeting
May 19, 2016

Keene Housing Kids Collaborative Paint Night Fundraiser

Meeting Location:
Keene Housing
831 Court Street
Keene, NH 03431

Keene Housing

Board of Commissioners Annual Meeting
Thursday, May 19, 2016
Table of Contents

Agenda……1

April 20, 2016 Board Meeting Minutes……2

Approval of Moving to Work Extension……5

Housing Management Report……10

Finance Report……17

Solicitation Log……26

Keene Housing Kids Collaborative Summer Activities……27

Keene Housing Calendar of Events ……28

Keene Housing

BOARD OF COMMISSIONERS ANNUAL MEETING
THURSDAY, MAY 19, 2016
7:30 P.M.
KEENE HOUSING
831 COURT STREET, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the April 20, 2016 Keene Housing Board Meeting Minutes

IV. Executive Director's Report

V. Management Report

VI. Finance Report

VII. Old Business

VIII. New Business

a. Approval of Moving to Work Extension (Resolution No. 548)

IX. Public Comment

X. 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).

XI. Adjournment

Minutes of the Keene Housing Board of Commissioners Meeting
Wednesday, April 20, 2016

Commissioner Mack called the Keene Housing Board of Commissioners meeting to order at 12:02 p.m. Commissioner Mack called the roll and declared a quorum present.

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

Also in attendance:
- Carolyn Crane, Director of Housing
- Amy Wright, Director of Administration
- Sandy Clark, Director of Facilities and Assets
- Ellen Wishart, Tenant Assistance Specialist
- Amy Crocker, Property Manager

Absent:
- Jennifer Marsh, Commissioner
- Joshua Meehan, Secretary

MINUTES:

Chairperson Robator called for approval of the March 23, 2016 Board of Commissioners meeting minutes. Commissioner Moses recommended the name correction of Melissa Mosier to Melinda Mosier. He also asked if non-veteran individuals should be included in Project M.A.R.C.H. (Monadnock Area Resources Curing Homelessness). The Board of Commissioners believed the initiative was for homeless veterans only.

Commissioner Moses made a motion to approve the minutes as amended. Commissioner Mack seconded the motion, which upon being put to vote, the minutes passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

In the absence of Secretary Meehan, Ms. Clark gave the Executive Director's Report.

Ms. Clark stated the Agency received great news last week that HUD agreed to extend Keene Housing's Moving to Work (MTW) agreement through 2028. The process has taken over two years of negotiations with HUD. Many thanks to Secretary Meehan for his tireless efforts and the support from our local delegation and community partners. There are a few technical details pending but this is great news for Keene Housing and its future efforts.

Keene Housing is waiting for a response from HUD regarding the approval of its amended Fiscal Year 2016 Moving to Work (MTW) Annual Plan. The amendment allows Keene Housing to launch 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.

Ms. Clark announced Keene Housing's Community Development Block Grant (CDBG) application for $500,000 for improvements at Riverbend was approved by the New Hampshire Community Development Finance Authority (CDFA). We are awaiting final approval from Governor Hassan and the Council. Keene Housing hopes to install the water filtration system and boilers by the end of 2016. The remainder of the project will be done in 2017.

Keene Housing recently executed all the agreements to move the Roxbury Street men's shelter residents to the Hundred Nights, Inc. The move is scheduled for May 2nd and the construction work is scheduled to begin on May 9, 2016.

The recruitment efforts for a Community Garden Coordinator are underway. We have received resumes from several qualified candidates and the Facebook post received a record number of 1,335 views.

Karen Graveline, Resident Services Coordinator for Keene Housing's elderly and disabled residents, now has regular office hours scheduled at Harper Acres, Stone Arch Village Senior and Central Square Terrace. The Agency is holding a Meet and Greet at Harper Acres on April 27th and Stone Arch Village Senior on May 12th.

MANGEMENT REPORT:

No topics or questions were presented.

FINANCE REPORT:

The Board of Commissioners reviewed the consolidated financial operations and variances to budget for Keene Housing owned and managed properties. No topics or questions were presented.

OLD BUSINESS:

No topics were presented.

NEW BUSINESS:

Resolution No. 547 - Approval of Public Process Policy

The Keene Housing Board of Commissioners adopts a Public Process policy defining when Keene Housing is and is not required to publish proposed policy changes for public comment and when Keene Housing is or is not required to hold public meetings to solicit comments on proposed policy changes pursuant to the March 25, 2016 Memorandum from Joshua R. Meehan, Executive Director to Carolyn Crane, Director of Housing; Denise Pratt, Director of Programs & Services and April Buzby, Planning and Policy Analyst. Commissioner Slack moved the motion to approve the resolution. Commissioner Moses seconded the motion, which upon being put to vote, was passed unanimously.

Informational Memo: Approval of 2016 Construction Project at Forest View Property

Ms. Clark reviewed the procurement process and scope of work for the 2016 construction project at the Forest View pursuant to the April 8, 2016 Memorandum from Sandy Clark, Director of Facilities and Assets to Joshua R. Meehan, Executive Director. Chairperson Robator requested an opportunity for the Commissioners to observe blower door testing. Ms. Clark will arrange a demonstration at a future Board meeting.

PUBLIC COMMENT:

No members of the public were in attendance.

NON-PUBLIC SESSION:

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

Commissioner Slack made a motion to adjourn the meeting. Commissioner Mack seconded the motion, which upon being put to vote, was passed unanimously. There being no further business, Chairperson Robator adjourned the Board meeting at 12:32 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

4/25/16
Date

Keene Housing

Resolution No. 548

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item: Approval of extension of Moving to Work Agreement

2. Date of Board Meeting: May 19, 2016

3. Proposed Board Resolution:

That the Keene Housing Board of Commissioners approves the extension of Keene Housing's Amended and Restated Moving to Work Agreement with the U.S. Department of Housing and Urban Development from December 31, 2018 to December 31, 2028 pursuant to the May 13, 2016 Memorandum from Joshua R. Meehan, Executive Director to the Keene Housing Board of Commissioners.

4. All Backup Attached? Yes X No ☐

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

5. Department Head Approval Signature _____ Date: _____

6. Statement of availability of funds by Director of Finance

Funds Budgeted and Available Yes ☐ No ☐ Source _____

Account #_____

Director of Finance Approval Signature _____ Date: _____

7. Executive Director Approval Signature _____ Date: 5/16/2016

Keene Housing

MEMORANDUM

To: Board of Commissioners
From: Joshua R. Meehan, Executive Director
Subject: Approval of Moving to Work (MTW) extension
Date: May 13, 2016

This memorandum recommends that the Board of Commissioners approve the extension of Keene Housing's Amended and Restated Moving to Work Agreement with the U.S. Department of Housing and Urban Development from December 31, 2018 to December 31, 2028.

On April 14, 2016 Deputy Secretary Nani A. Coloretti sent a letter to Keene Housing indicating that our Moving to Work Agreement had been extended through the end of our fiscal year 2028. Additionally, and consistent with the 2017 Appropriations Act, the letter indicates that up to four months of reserves are protected from offset in the likely event that Congress appropriates less funding than is necessary for HUD to meet existing Housing Choice Voucher obligations. The Board should note, however, that HUD has not yet defined "reserves" in this context.

While HUD has indicated that the letter is sufficient to amend our Agreement and stated explicitly via email that no Board action is required, the Board of Commissioners is being asked to publically affirm its support for the extension. We believe that it is important for KH's governing body to have this opportunity to consider and reflect on the impact KH's MTW participation has, and will have, on our operations and community impact. Further, a Board resolution provides at least some mechanism for KH to acknowledge and agree to the extension; otherwise the Agreement will have been unilaterally extended by one party with no acknowledgement or agreement by the other.

In any case, I am very pleased that, after several years of often-contentious negotiation with HUD, KH's current MTW Agreement has been extended until December 31, 2028, giving us ample time to carefully plan for future MTW activities.

RECOMMENDATION

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

Resolution: That the Keene Housing Board of Commissioners approves the extension of Keene Housing's Amended and Restated Moving to Work Agreement with the U.S. Department of Housing and Urban Development from December 31, 2018 to December 31, 2028 pursuant to the May 13, 2016 Memorandum from Joshua R. Meehan, Executive Director to the Keene Housing Board of Commissioners.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
THE DEPUTY SECRETARY
WASHINGTON, DC 20410-0050

April 14, 2016

Mr. Josh Meehan
Executive Director
Keene Housing
831 Court Street
Keene, NH 03431

Dear Mr. Meehan:

In the 20 years since the authorization of the Moving to Work (MTW) Demonstration program, a number of flexibilities, which have been successfully designed and tested by you and other MTW agencies, have been made available to all public housing agencies (PHAs) across the nation. We are pleased that Congress has now extended the Demonstration through 2028, so that we may continue this great work together.

Pursuant to Section 239 of Title II, Division L of the Consolidated Appropriations Act, 2016 (P.L. 114-113) (The Act), Keene Housing's (the Agency) current MTW Agreement is hereby modified and extended until the end of the Agency's fiscal year 2028. Further, pursuant to that same act of Congress, and subject to any future acts of Congress, the Agency's Agreement shall be modified to prohibit any statutory offset of any reserve balances equal to four months of operating expenses. Reserve balances that exceed four months of operating expenses shall remain available to the Agency for all permissible purposes under the Agreement unless subject to statutory offset, notwithstanding any contrary term of the Agreement.

Your MTW Agreement shall be modified by the content of the second paragraph of this letter upon receipt of this letter by the Agency. If your Agency would instead prefer to conclude its MTW participation, please follow the process in Section VIII.D. of the Agency's MTW Agreement.

Under the Act, other terms of the Agreement may be modified by mutual agreement between the Agency and HUD. If your Agency would like to discuss modifications to other terms of its MTW Agreement, please contact the Moving to Work Office at mtw-info@hud.gov.

Throughout the next 12 years of the MTW Demonstration, we look forward to learning from the work of MTW Agencies, to improve the programs and services provided to low-income families across the country. We are confident that your locally-driven strategies will continue to identify creative solutions to serve the affordable housing needs of our nation's communities.

Sincerely,

Nani A. Coloretti

Amy Wright

Subject: FW: Conference Follow-Up

From: "Nazzaro, Marianne" <Marianne.Nazzaro@hud.gov>
Date: Monday, May 9, 2016 at 12:58 PM
To: "Nazzaro, Marianne" <Marianne.Nazzaro@hud.gov>
Subject: Conference Follow-Up

MTW Executive Directors,

It was great seeing you all at the MTW Conference! I really enjoyed connecting with old friends, as well as meeting many of you for the first time.

Lourdes and I would like to thank you for inviting us to meet with you during the Executive Directors session. We appreciated the frank discussion and your questions about the extension of current MTW agreements and other issues. Regarding the extension, I hope that you are as excited as we are to have it completed! Many of you have inquired about whether your board should pass a resolution supporting Deputy Coloretti's extension letter, or whether you should add a statement of support and sign the letter yourself. As we conveyed at the conference, no further action on your end is necessary – the extension and other terms contained in the April 14, 2016 letter amended the agreement and are considered by HUD to be in effect and binding on both parties.

Over the coming months, my team and I are eager to move forward with you on a variety of exciting and important projects. We will be engaging with all 39 MTW PHAs for feedback on various endeavors in order to benefit from your knowledge and experience.

Regards,
Marianne

_____

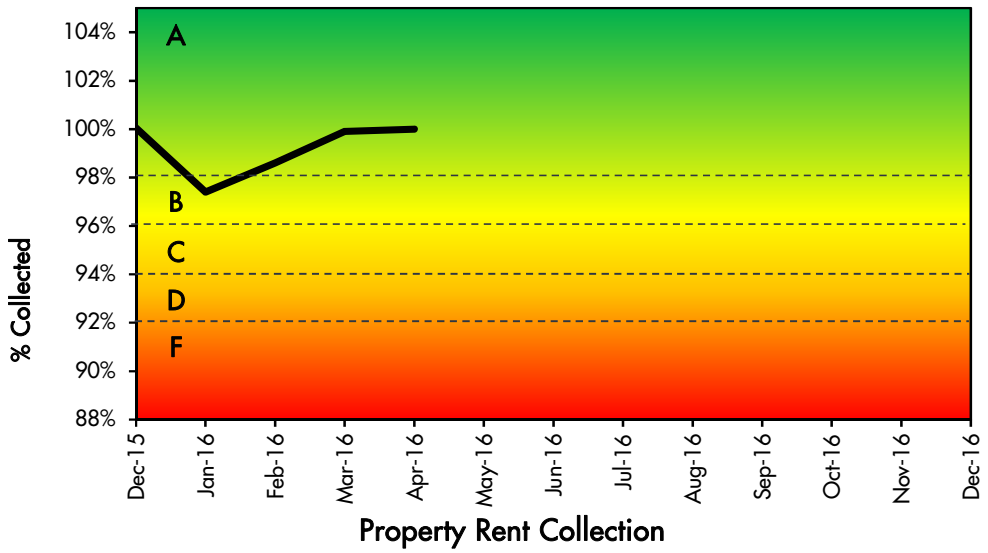
Marianne Nazzaro, M.S.W.
Director, Moving to Work Demonstration Program
U.S. Department of Housing and Urban Development
(202) 402-4306

Keene Housing

MANAGEMENT REPORT
APRIL 2016

Residential Property Rent Collection Report
April 2016

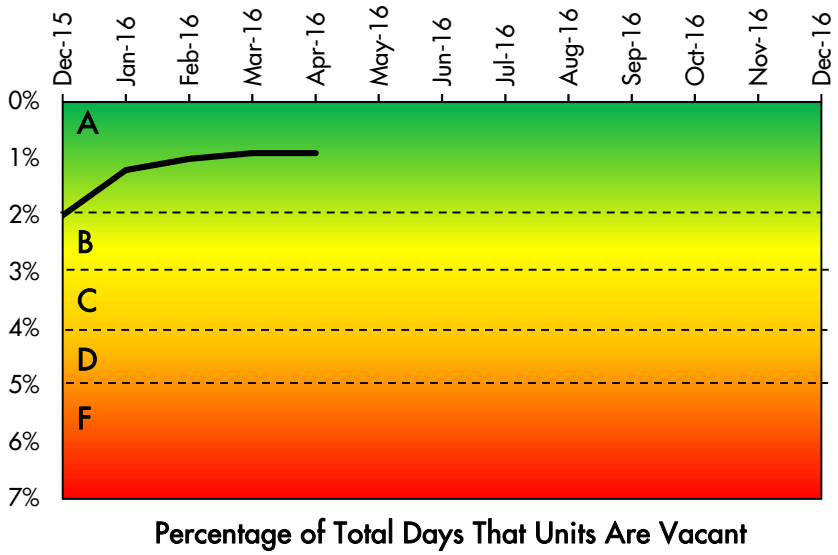
Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$9,345	$9,345	100.0%	A	$36,350	$36,350	100.0%	A
Bennett Block	$4,542	$4,592	101.1%	A	$18,175	$18,131	99.8%	A
Brookbend East	$15,685	$15,638	99.7%	A	$59,791	$59,608	99.7%	A
Brookbend West	$9,966	$10,692	107.3%	A	$39,578	$38,791	98.0%	A
Central Square Terrace	$27,260	$27,527	101.0%	A	$108,208	$108,503	100.3%	A
Cottage Street	$912	$917	100.5%	A	$3,648	$3,660	100.3%	A
Evergreen Knoll LP	$12,928	$13,507	104.5%	A	$52,701	$53,246	101.0%	A
Forest View	$17,930	$18,021	100.5%	A	$72,297	$72,547	100.3%	A
Harper Acres	$41,167	$41,142	99.9%	A	$160,685	$160,696	100.0%	A
Meadow Road Apartments	$5,775	$5,766	99.8%	A	$23,112	$23,027	99.6%	A
North and Gilsum	$16,777	$16,729	99.7%	A	$66,385	$66,547	100.2%	A
Riverbend Apartments	$9,959	$9,947	99.9%	A	$39,069	$39,118	100.1%	A
Scattered Sites	$8,643	$8,663	100.2%	A	$34,288	$34,310	100.1%	A
Stone Arch Village Family	$7,675	$7,771	101.3%	A	$30,855	$30,976	100.4%	A
Stone Arch Village Senior	$12,338	$12,338	100.0%	A	$48,838	$48,836	100.0%	A
Totals	**$200,902**	**$202,595**	**100.8%**	**A**	**$757,630**	**$757,997**	**100.0%**	**A**



Monthly Vacancy Report

April 2016

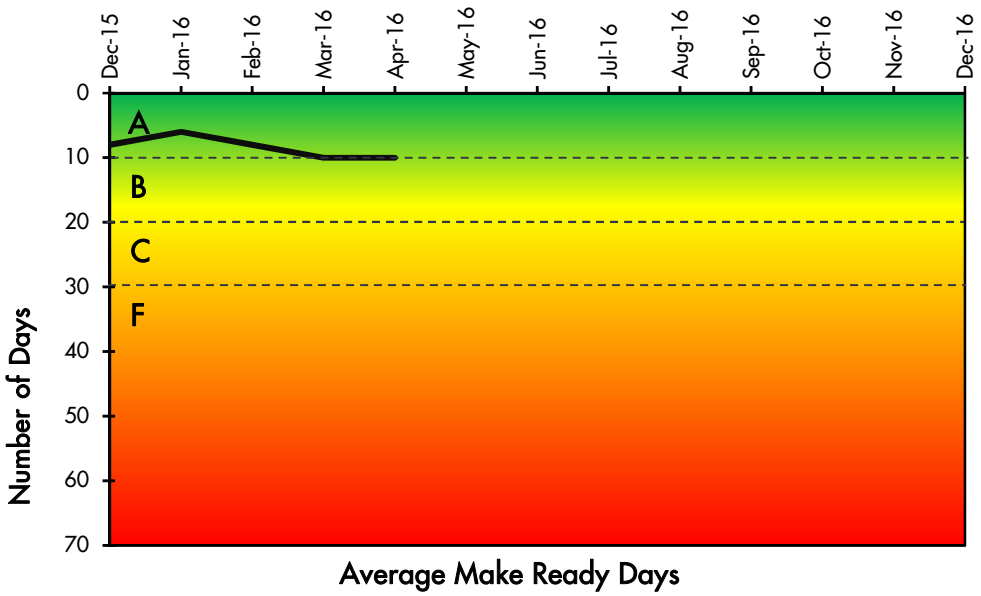
Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	720	30	4.2%	D	1.0%	A
Bennett Block	14	420	0	0.0%	A	0.0%	A
Brookbend East	40	1200	0	0.0%	A	1.3%	A
Brookbend West	35	1050	18	1.7%	A	1.5%	A
Central Square Terrace	90	2700	27	1.0%	A	0.4%	A
Cottage Street	3	90	0	0.0%	A	0.0%	A
Evergreen Knoll LP	32	960	0	0.0%	A	0.9%	A
Forest View	38	1140	0	0.0%	A	0.7%	A
Harper Acres	112	3360	36	1.1%	A	1.0%	A
Meadow Road	18	540	0	0.0%	A	0.0%	A
North and Gilsum	29	870	0	0.0%	A	1.1%	A
Riverbend Apartments	24	720	28	3.9%	C	3.0%	C
Scattered Sites	18	540	0	0.0%	A	0.0%	A
Stone Arch Village Family	24	720	0	0.0%	A	1.3%	A
Stone Arch Village Senior	33	990	0	0.0%	A	0.0%	A
Report Totals:	**534**	**16,020**	**139**	**0.9%**	**A**	**0.9%**	**A**



Percentage of Total Days That Units Are Vacant

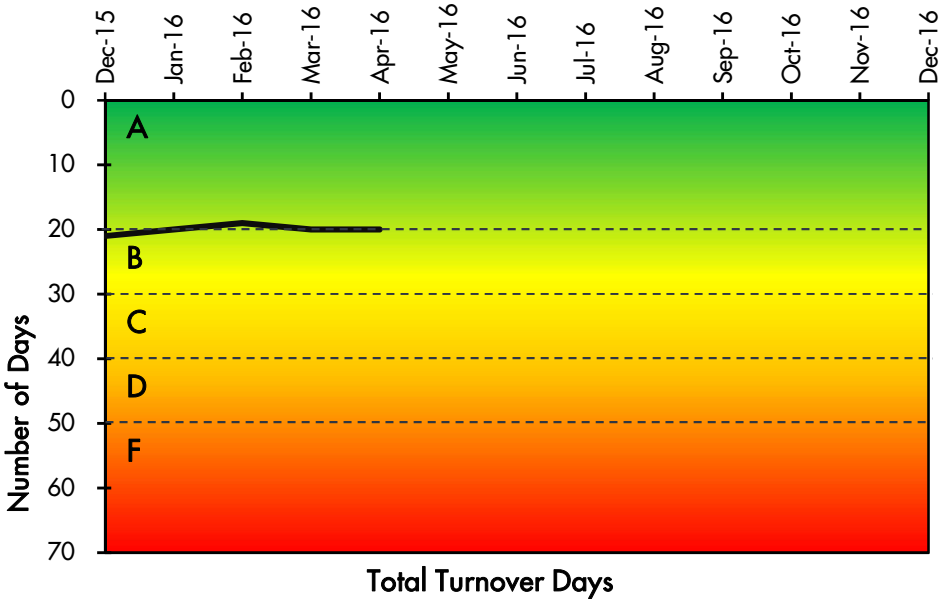
Unit Make Ready Days
April 2016

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	1	22	C
Bennett Block	1	1	A	1	1	A
Brookbend East	-	-	None	3	10	A
Brookbend West	2	4	A	4	6	A
Central Square Terrace	1	23	C	2	12	B
Cottage Street	-	-	None	-	-	None
Evergreen Knoll LP	-	-	None	2	9	A
Forest View	-	-	None	2	0	A
Harper Acres	3	2	A	7	13	B
Meadow Road	-	-	None	-	-	None
North and Gilsum	-	-	None	1	0	A
Riverbend Apartments	1	28	C	2	20	B
Scattered Sites	-	-	None	-	-	None
Stone Arch Village Family	-	-	None	1	12	B
Stone Arch Village Senior	-	-	None	-	-	None
Report Totals:	9	7	A	26	10	A



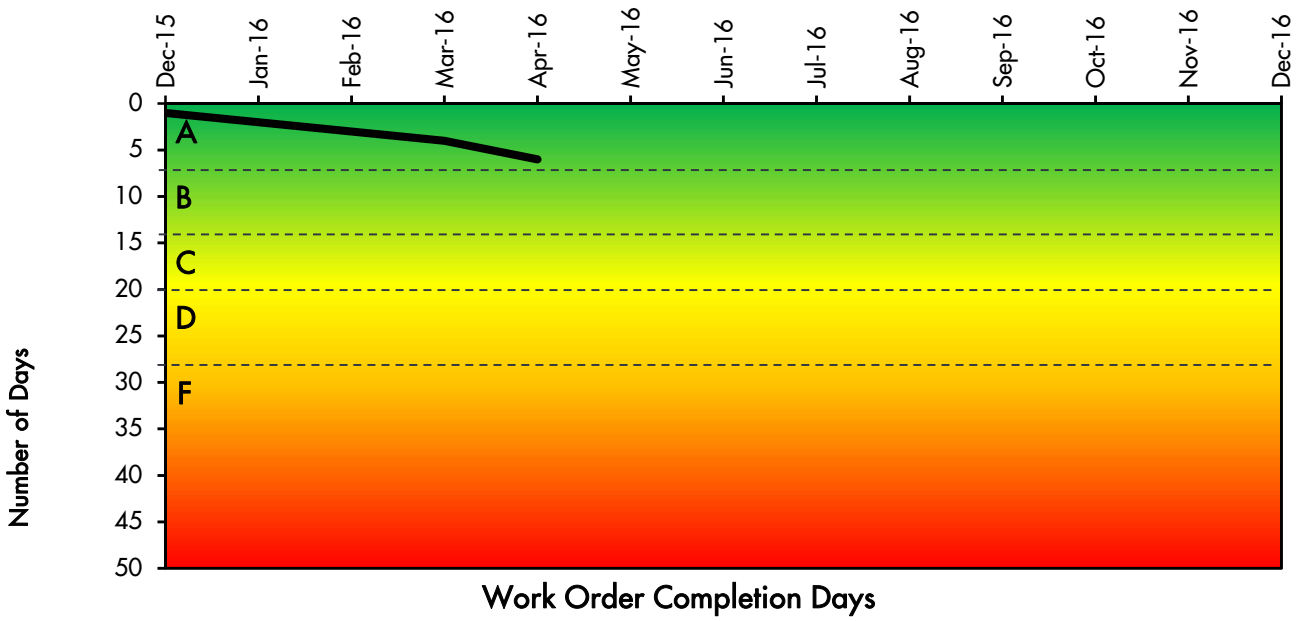
Unit Turnover
April 2016

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	30	B	1	58	F
Bennett Block	1	A	1	1	A
Brookbend East	-	None	3	14	A
Brookbend West	9	A	4	13	A
Central Square Terrace	26	B	2	20	A
Cottage Street	-	None	-	-	None
Evergreen Knoll LP	-	None	2	18	A
Forest View	-	None	2	17	A
Harper Acres	4	A	7	16	A
Meadow Road	-	None	-	-	None
North and Gilsum	-	None	1	41	D
Riverbend Apartments	28	B	2	44	D
Scattered Sites	-	None	-	-	None
Stone Arch Village Family	-	None	1	23	B
Stone Arch Village Senior	-	None	-	-	None
Report Totals:	20	A	26	20	A



Residential Property Non-Emergency Work Order Completion Days
April 2016

Community	Number of Work Orders	Avg Days to Complete	Monthly Grade	YTD Number of Work Orders	YTD Avg Days to Complete	YTD Grade
139 Roxbury Street	2	0	A	16	4	A
Ash Brook Apartments	7	1	A	41	5	A
Bennett Block	15	3	A	45	15	C
Brookbend East	50	0	A	88	4	A
Brookbend West	42	1	A	87	4	A
Central Square Terrace	3	0	A	176	1	A
Cottage Street	28	3	A	32	10	B
Emerald Street House	5	0	A	9	5	A
Evergreen Knoll LP	6	2	A	36	4	A
Forest View	52	3	A	108	6	A
Harper Acres	95	3	A	234	7	A
Keene Housing Main Office	2	1	A	22	4	A
Meadow Road	3	1	A	24	4	A
North and Gilsum	45	3	A	101	6	A
Riverbend Apartments	6	1	A	37	1	A
Scattered Sites	17	3	A	57	11	B
Stone Arch Village Family	4	5	A	60	12	B
Stone Arch Village Senior	13	1	A	59	8	B
Report Totals:	**395**	**2**	**A**	**1,232**	**6**	**A**



Residential Property Emergency Work Order Completion Days
April 2016

Community	Number of Work Orders	Average Days To Complete	Monthly Grade	YTD Number of Work Orders	YTD Average Days To Complete	YTD Grade
139 Roxbury Street	-	-	None	-	-	None
Ash Brook Apartments	-	-	None	-	-	None
Bennett Block	-	-	None	1	0	P
Brookbend East	-	-	None	1	0	P
Brookbend West	-	-	None	-	-	None
Central Square Terrace	-	-	None	-	-	None
Cottage Street	-	-	None	-	-	None
Emerald Street House	-	-	None	-	-	None
Evergreen Knoll LP	-	-	None	-	-	None
Forest View	-	-	None	-	-	None
Harper Acres	-	-	None	1	0	P
Keene Housing Main Office	-	-	None	-	-	None
Meadow Road	-	-	None	-	-	None
North and Gilsum	-	-	None	-	-	None
Riverbend Apartments	-	-	None	-	-	None
Scattered Sites	-	-	None	-	-	None
Stone Arch Village Family	-	-	None	-	-	None
Stone Arch Village Senior	-	-	None	1	0	P
Report Totals:	**0**	**0**	**None**	**4**	**0**	**P**

Keene Housing

FINANCE REPORT
APRIL 2016

Moving to Work (MTW)

Month	HAP Budget Authority	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$395,480	$329,447	83%	609	$541	101%	605	$100	$66,033
February	$395,480	$330,754	84%	604	$548	100%	605	$300	$64,726
March	$395,481	$335,911	85%	607	$553	100%	605	$877	$59,570
April	$395,481	$334,541	85%	608	$550	100%	605	$0	$60,940
May	$395,481								
June	$395,481								
July	$395,481								
August	$395,481								
September	$395,481								
October	$395,481								
November	$395,481								
December	$395,481								
Total	$4,745,770	$1,330,653	84%	2428	$548	100%	2420	$1,277	$251,269

MTW without Transitional Housing Assistance Shelter Program (THASP) and Project MARCH

Month	HAP Budget Authority	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$395,480	$322,952	82%	553	$584	91%	605	$100	$72,528
February	$395,480	$323,719	82%	552	$586	91%	605	$300	$71,761
March	$395,481	$328,731	83%	553	$594	91%	605	$877	$66,750
April	$395,481	$327,781	83%	555	$591	92%	605	$0	$67,700
May	$395,481								
June	$395,481								
July	$395,481								
August	$395,481								
September	$395,481								
October	$395,481								
November	$395,481								
December	$395,481								
Total	$4,745,770	$1,303,183	82%	2213	$589	91%	2420	$1,277	$278,739

Non-Elderly Disabled (NEDs)

Month	HAP Budget Authority	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$53,529	$55,909	104%	101	$554	101%	100	$0	($2,380)
February	$53,528	$56,137	105%	100	$561	100%	100	$0	($2,609)
March	$53,528	$56,016	105%	101	$555	101%	100	$0	($2,488)
April	$53,528	$54,670	102%	99	$552	99%	100	$150	($1,142)
May	$53,528								
June	$53,528								
July	$53,528								
August	$53,528								
September	$53,528								
October	$53,528								
November	$53,528								
December	$53,528								
Total	$642,337	$222,732	104%	401	$555	100%	400	$150	($8,619)

Mainstream

Month	HAP Budget Authority	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$27,670	$26,905	97%	49	$549	98%	50	$0	$765
February	$27,670	$26,586	96%	49	$543	98%	50	$0	$1,084
March	$27,670	$26,779	97%	50	$536	100%	50	$0	$891
April	$28,696	$26,362	92%	49	$538	98%	50	$0	$2,334
May									
June									
July									
August									
September									
October									
November									
December									
Total	$111,706	$106,632	95%	197	$541	99%	200	$0	$5,074

FY16 utilization targets are 98% in NEDs and Mainstream, 93% in MTW without THASP and Project MARCH, 105% with.

2015 Summary			
Program	UMA	UML	% UML
MTW	7044	7316	104%
NED	1200	1189	99%
MS	600	588	98%

Financial Report – April, 2016

Prepared by: Linda Griffin, Finance Director

This report provides a summary on the consolidated financial operations and variances to budget for Keene Housing and managed properties.

NET INCOME (before depreciation) is currently at $424k which is a net increase of $337k from the budget of $146k.

OPERATING REVENUES are $5.4m, a net increase of $627k as compared to the budget of $4.8m. The most significant changes are related to:

VARIANCES for Revenue categories Incr/(Decr) compared to Budget		
(27,373)	Rent Revenue	Change in tenant rent – partly related to subsidy changes and partly increase in rent at some properties without corresponding increase in HAP.
(88,070)	HAP funding	The MTW funding was approved at 99.582% proration which is under budget by $74k. NEDs HAP was approved under budget by $9k. Mainstream HAP was approved as budget. There were a number of small other variances related to subsidy changes in other programs.
2,074	Other Income	Other Income is related to income over budget from KHKC for vehicle use by $2k, misc income less than budget by $6k, vacancy loss payment received for Emerald St vacancy in 2015 and is more than budget by $4k and misc bad debt is more than budget by $1k.
(5,224)	Grants	Grants funds expected to be received for CDBG, CHT, FSS. The FSS funds are under budget due to timing of reimbursement $12k. CHT admin revenue is under budget by $2k. CDBG admin is over budget by $10k.
2,802	Management Fees	Management fees on budget.
0	Development fees	No Development fees paid or expected (MAHC).
(588)	Vacancy Loss	Vacancy Loss (reduction to revenue). CST and Emerald are higher than budget vacancy but all other properties are less than budget.
4,848	Tenants Charges	Tenants Charges (damages/fees), there are no budget for this line item. CST has tenant charges $2k and the balance is spread among the other properties.
(23,296)	Admin Funding	HUD Section 8 admin expenses are under budget so funding is also under budget. NEDs and Mainstream admin revenue is on budget.
(134,818)	**Lower than Budget**	**Operating Revenue**
0	Gain on SWAP	Part of the financing for KAHP properties with TD Bank.
158,444	Partnership Distributions	Partnership fees, paid to Keene Housing or MAHC from surplus cash for 2015 on LIHTC properties managed. Total annual budget is $75k (YTD is $25k) and actuals are $183k.
603,737	MTW Transfer	The 2016 MTW Non-HAP funding used for Non-HAP initiatives. KAHP Capital Impr = $150k, Roxbury $23k, KHKC = $30k, Riverbend $250k
627,363	**Higher than Budget**	**Total Revenue**

Keene Housing

OPERATING EXPENSES are $4.9m a net increase of $290k as compared to budget of $4.6M. The most significant changes are related to:

VARIANCES for Expense categories Incr/(Decr) compared to Budget		
(31,497)	Admin Expenses	Administrative Expense, many items are under budget at this point. Capital Needs Assessment and Technical Consultant work has not started as of April and is under budget by $15k, Travel is under budget by $7k.
(30,608)	Payroll and Benefits Expenses	Benefit Expenses are under budget by $30k. Salaries are projected to run under budget at year end by $30k (related to reduction in OT year to date and down one staff.
(84,722)	Utilities Expenses	Fuel Expenses are under budget by $84k (CST= $32, KAHP is $8k, MR $6k, BBE $5k, Riverbend $6k, SAVF $6k, SAVS $6k, and smaller amounts over other properties). Water & Sewer and Electric are on budget.
(65,050)	Maint Expenses	Maintenance Expenses are running under budget. Flooring work at KAHP= $32k, Maint Materials= $20k, snow removal= $28k, Electrician= $5k. Maint/Repairs are over budget by $18k (KAHP $5k, MR $6k)
(3,360)	Insurance Expenses	Insurance Expenses on budget, timing.
663	Insurance Recovery	Insurance recovery on SAV-S waiting for reconciliation of claim
(2,821)	Property Tax Exp	Property Taxes on budget, timing.
(5,948)	Partnership taxes	Taxes on partnerships not yet known.
(23,213)	Interest Expenses	Interest Expenses on budget (KAHP loan rate reset reducing interest expense by $13k monthly)
(10,686)	Resident services	Residential Services running under budget, Resident's Development Grants and Rent credits by $3k and other resident service under by $3k.
11,207	HAP disbursements	HAP disbursements on budget.
(246,037)	**Lower than Budget**	**Operating Expenses**
120,098	Partnership Distributions	Partnership fees, paid to Keene Housing or MAHC from surplus cash for 2015 on LIHTC properties managed. Total annual budget is $102k (YTD is $84k) and actuals are $204k.
416,406	MTW Transfer	The 2016 MTW Non-HAP funding used for Non-HAP initiatives. KAHP Capital Impr = $150k, Roxbury $23k, KHKC = $30k, Riverbend $250k
290,468	**Higher than Budget**	**Total Expenses**

Keene Housing

Income Statement - Comparing Actuals to Budget - YTD - as of April 30, 2016

Program/Property	BUDGET	ACTUALS	Changes Compared to Approved Budget		
	Operational Surplus/ (Deficit)	Operational Surplus/ (Deficit)	Revenue	Expenses	Notes on variances
Central Office (Locals)	(9,610)	(122,280)	351,416 Higher Revenue	464,088 Higher Expenses	MTW transfer in and then out to funds capital projects/KHKC
Monadnock Affordable (MAHC)	1,131	(3,102)	(6,190) Lower Revenue	(1,957) Lower Expenses	
Keene Affordable (KAHP)	28,838	269,978	156,039 Higher Revenue	(85,101) Lower Expenses	MTW transfer in $81k to funds capital projects
Meadow Road	11,706	20,600	943 on Budget	(7,951) Lower Expenses	
Roxbury St Shelter	1,512	11,584	22,764 Higher Revenue	12,695 Higher Expenses	
Low Income Tax Credits Properties (LIHTC)					
Brookbend East	*31,564*	*12,498*	5,679 Higher Revenue	24,745 Higher Expenses	Payment of partnership distribution exceeds budget by $30k.
Brookbend West	*34,576*	*(34,535)*	3,569 Higher Revenue	72,680 Higher Expenses	Payment of partnership distribution exceeds budget by $30k.
Evergreen Knoll	*10,645*	*27,114*	1,323 Higher Revenue	(15,149) Lower Expenses	
Riverbend	*(5,208)*	*278,421*	246,878 Higher Revenue	(36,752) Lower Expenses	MTW transfer in $250k to funds capital projects
Stone Arch Family	*(4,188)*	*(27,534)*	(696) on Budget	22,650 Higher Expenses	Payment of partnership distribution exceeds budget by $33k.
Stone Arch Senior	*2,349*	*17,051*	4,499 Higher Revenue	(10,200) Lower Expenses	Payment of partnership distribution exceeds budget by $7k.
Multi-Family Properties					
Central Square Terrance	*28,713*	*115,046*	5,632 Higher Revenue	(80,702) Lower Expenses	
Voucher Programs					
Section 8	*(4,140)*	*(120,192)*	(159,348) Lower Revenue	(43,296) Lower Expenses	
Non-Elderly Disabled (NED)	*55*	*3,269*	6,437 Higher Revenue	3,223 Higher Expenses	
Mainstream Vouchers	*329*	*8,282*	(380) on Budget	(8,333) Lower Expenses	
Non-Owned/Managed Properties					
Cottage Street	*(858)*	*1,833*	(260) on Budget	(2,951) Lower Expenses	
Ashbrook	*12,494*	*22,206*	(812) on Budget	(10,524) Lower Expenses	
Emerald Street	*5,047*	*10,599*	688 on Budget	(4,864) Lower Expenses	
Fairweather Lodge	*1,412*	*(7,199)*	(10,818) Lower Revenue	(2,207) Lower Expenses	The building has no tenant and no revenue.
TOTALS	146,367	483,639	627,363 Higher Revenue	290,094 Higher Expenses	

(a) excluding depreciation

Keene Housing

Cash Outlay - Year to Date - as of April 30, 2016

Program/Property			change in balance sheet accounts affecting cash								
	Unrestricted Cash Balance at 1/1/16	Cash from Operations Surplus/ (Deficit)	Principal Payments	Reserve Accounts Net change (Incr)/Decr	Capital Improvement Payments	Changes in Equity Incr/(decr)	Change in Receivables (Incr)/decr	Change in payables Incr/(decr)	due to/ due from	Unrestricted Cash Balance at current month	YTD cash Increase/ (Decrease)
Central Office (Locals)	**2,547,172**	**(122,280)**	(2,686)	0	(38,687)	0	(26,997)	(21,323)	(46,791)	**2,288,408**	(258,764)
Monadnock Affordable (MAHC)	**384,986**	**(3,102)**	(8,257)	0	(7,691)	0	14,489	11,933	6,418	**398,776**	13,790
Keene Affordable (KAHP)	**700,478**	**269,978**	(17,732)	(24,602)	(99,777)		(17,284)	51,363	0	**862,424**	161,946
Meadow Road	**4,759**	**20,600**	(10,204)	(1,048)	0	0	(11,657)	5,078	0	**7,528**	2,769
Roxbury St Shelter	**17,514**	**11,584**	(513)	0	(24,602)	0	1,042	223	0	**5,248**	(12,266)
Low Income Tax Credits (LIHTC)											
Brookbend East	*146,571*	*12,498*	(59,463)	20,329	0	0	(23,344)	13,053	423	**110,067**	(36,504)
Brookbend West	*149,614*	*(34,535)*	(1,354)	24,869	0	0	(25,027)	13,255	423	**127,245**	(22,369)
Evergreen Knoll	*41,880*	*27,114*	(6,452)	(4,514)	(3,059)	0	(20,083)	10,599	0	**45,485**	3,605
Riverbend	*61,326*	*278,421*	(15,204)	(4,802)	(7,135)	0	(299,366)	6,598	0	**19,838**	(41,488)
Stone Arch Family	*146,028*	*(27,534)*	(1,491)	(3,228)	(44)	(5,907)	(14,204)	9,750	0	**103,370**	(42,658)
Stone Arch Senior	*48,030*	*17,051*	(3,331)	(4,439)	0	(1,312)	(16,762)	12,899	0	**52,136**	4,106
Multi-Family Properties											
Central Square Terrance	*99,377*	*115,046*	(47,472)	3,833	(30,827)	0	(95,964)	68,003	0	**111,996**	12,619
Voucher Programs											
Section 8 - Moving to Work (MTW)	*247,764*	*(120,192)*	n/a	n/a	n/a	n/a	104,317	54,550	0	**286,439**	38,675
Non-Elderly Disabled (NED)	*37,773*	*3,269*	n/a	n/a	n/a	n/a	(29,492)	267	25,956	**37,773**	0
Mainstream Vouchers	*134,665*	*8,282*	n/a	n/a	n/a	n/a	(21,841)	94	13,465	**134,665**	(0)
Non-Owned/Managed Properties											
Cottage Street	*2,086*	*1,833*	0	(800)	0	0	(1,359)	1,239	0	**2,999**	913
Ash Brook	*10,124*	*22,206*	(8,584)	(2,803)	0	0	(6,704)	(9,969)	0	**4,270**	(5,854)
Emerald Street	*5,194*	*10,599*	(5,327)	(1,280)	0	0	(9,005)	3,726	0	**3,907**	(1,287)
Fairweather Lodge	*10,937*	*(7,199)*	0	0	(6)	0	584	1,205	0	**5,521**	(5,416)
TOTAL	4,796,278	483,639	(188,070)	1,515	0	(7,219)	(498,657)	232,543	(106)	4,608,095	(188,183)

(a) excluding depreciation

Keene Housing

Balance Sheet Summary - Assets - as of April 30, 2016

Program/Property	ACTUALS								
	Cash Unrestricted (a)	Cash Restricted (b)	Replacement Reserves	Operating Reserves	Residual Receipts	Receivables and Prepaids (c)	Fixed Assets (d)	Other Assets (e)	Total Assets
Central Office (Locals)	**1,186,254**	**1,102,154**	**0**	**0**	**0**	**10,888,810**	**142,109**	**415,000**	**13,734,327**
Monadnock Affordable (MAHC)	**319,761**	**0**	**79,015**	**0**	**0**	**865,329**	**1,477,460**	**14,993**	**2,756,558**
Keene Affordable (KAHP)	**862,424**	**263,853**	**558,953**	**0**	**0**	**58,663**	**17,146,827**	**31,969**	**18,922,689**
Meadow Road	**7,528**	**50,264**	**54,059**	**0**	**0**	**11,599**	**701,480**	**0**	**824,930**
Roxbury St Shelter	**5,248**	**0**	**0**	**0**	**0**	**1,057**	**130,584**	**0**	**136,889**
Low Income Tax Credits (LIHTC)	**458,141**	**548,004**	**553,238**	**706,887**	**0**	**89,038**	**22,426,991**	**151,968**	**24,934,267**
Brookbend East	*110,067*	*54,418*	*115,618*	*195,080*	*0*	*22,760*	*6,210,850*	*68,715*	*6,777,508*
Brookbend West	*127,245*	*48,417*	*69,638*	*175,071*	*0*	*25,673*	*5,775,463*	*47,058*	*6,268,565*
Evergreen Knoll	*45,485*	*41,863*	*158,002*	*86,395*	*0*	*12,508*	*3,134,904*	*5,330*	*3,484,487*
Riverbend	*19,838*	*287,387*	*39,253*	*37,802*	*0*	*11,269*	*1,233,645*	*0*	*1,629,194*
Stone Arch Family	*103,370*	*60,014*	*58,663*	*89,855*	*0*	*5,535*	*2,883,323*	*11,288*	*3,212,048*
Stone Arch Senior	*52,136*	*55,905*	*112,064*	*122,684*	*0*	*11,293*	*3,188,806*	*19,577*	*3,562,465*
Multi-Family Properties	**111,996**	**155,152**	**142,678**	**0**	**16,425**	**12,361**	**1,528,902**	**38,864**	**2,006,378**
Central Square Terrance	*111,996*	*155,152*	*142,678*	*0*	*16,425*	*12,361*	*1,528,902*	*38,864*	*2,006,378*
Voucher Programs	**458,877**	**0**	**0**	**0**	**0**	**120,573**	**3,750**	**0**	**583,200**
Section 8 - Moving to Work	*286,439*	*0*	*0*	*0*	*0*	*107,558*	*3,750*	*0*	*397,747*
Non-Elderly Disabled (NED)	*37,773*	*0*	*0*	*0*	*0*	*3,536*	*0*	*0*	*41,309*
Mainstream Vouchers	*134,665*	*0*	*0*	*0*	*0*	*9,479*	*0*	*0*	*144,144*
Non-Owned/Managed Properties	**16,697**	**42,199**	**146,226**	**12,580**	**21,968**	**12,914**	**1,279,884**	**12,648**	**1,545,116**
Cottage Street (MFS)	*2,999*	*4,533*	*9,847*	*12,580*	*10,087*	*3,838*	*421,758*	*6,750*	*472,392*
Ash Brook (MHO)	*4,270*	*30,994*	*59,903*	*0*	*8,842*	*2,968*	*687,884*	*5,898*	*800,759*
Emerald Street (CHO)	*3,907*	*6,672*	*63,826*	*0*	*3,039*	*4,256*	*143,695*	*0*	*225,395*
Fairweather Lodge (CHO)	*5,521*	*0*	*12,650*	*0*	*0*	*1,852*	*26,547*	*0*	*46,570*
TOTALS	**3,426,926**	**2,161,626**	**1,534,169**	**719,467**	**38,393**	**12,060,344**	**44,837,987**	**665,442**	**65,444,356**

(a) cash
(b) Tenant Security Deps, Tax/Ins Escrows, MTW block grant
(c) A/R, N/R less doubtful accounts and due to/from
(d) Land/Buildings less depreciation
(e) Deferred Finance cost less amortization

Keene Housing

Balance Sheet Summary - Liabilities - as of April 30, 2016

Program/Property	ACTUALS							
	Payables Vendors and Tenants	Payables Related Properties	Payables Development fees	Accrued Liabilities	Loans Due	Capital and Retained Earnings	Net Income Current Year	Total Liabilities
Central Office (Locals)	**9,635**	**0**	**0**	**28,993**	**263,897**	**13,564,922**	**(133,118)**	**13,734,329**
Monadnock Affordable (MAHC)	**142**	**0**	**0**	**15,279**	**523,461**	**2,239,561**	**(21,887)**	**2,756,556**
Keene Affordable (KAHP)	**32,894**	**21,523**	**0**	**212,621**	**15,464,387**	**3,158,945**	**32,318**	**18,922,688**
Meadow Road	**197**	**90,562**	**0**	**15,540**	**586,908**	**125,671**	**6,053**	**824,931**
Roxbury St Shelter	**73**	**33,145**	**0**	**479**	**55,202**	**38,968**	**9,021**	**136,888**
Low Income Tax Credits (LIHTC)	**5,584**	**132,189**	**0**	**223,412**	**6,727,432**	**17,839,605**	**6,048**	**24,934,270**
Brookbend East	*836*	*2,349*	*0*	*24,851*	*1,272,474*	*5,529,080*	*(52,082)*	*6,777,508*
Brookbend West	*3,203*	*2,137*	*0*	*37,307*	*1,819,960*	*4,499,390*	*(93,430)*	*6,268,567*
Evergreen Knoll	*543*	*0*	*0*	*37,651*	*1,832,154*	*1,633,649*	*(19,509)*	*3,484,488*
Riverbend	*368*	*127,703*	*0*	*56,808*	*604,687*	*580,842*	*258,786*	*1,629,194*
Stone Arch Family	*265*	*0*	*0*	*27,603*	*595,487*	*2,651,977*	*(63,284)*	*3,212,048*
Stone Arch Senior	*369*	*0*	*0*	*39,192*	*602,670*	*2,944,667*	*(24,433)*	*3,562,465*
Multi-Family Properties	**5,922**	**82,136**	**896,752**	**86,654**	**3,009,384**	**(2,159,669)**	**85,199**	**2,006,378**
Central Square Terrance	*5,922*	*82,136*	*896,752*	*86,654*	*3,009,384*	*(2,159,669)*	*85,199*	*2,006,378*
Voucher Programs	**26,179**	**54,077**	**0**	**23,631**	**0**	**588,286**	**(108,975)**	**583,198**
Section 8 - Moving to Work	*11,092*	*54,077*	*0*	*20,888*	*0*	*432,215*	*(120,526)*	*397,746*
Non-Elderly Disabled (NED)	*9,143*	*0*	*0*	*1,818*	*0*	*27,078*	*3,269*	*41,308*
Mainstream Vouchers	*5,944*	*0*	*0*	*925*	*0*	*128,993*	*8,282*	*144,144*
Non-Owned/Managed Properties	**311**	**6,542**	**0**	**11,982**	**1,502,241**	**20,426**	**3,614**	**1,545,116**
Cottage Street	*20*	*3,824*	*0*	*2,556*	*504,881*	*(36,763)*	*(2,127)*	*472,391*
Ash Brook	*211*	*1,109*	*0*	*5,216*	*816,794*	*(29,101)*	*6,531*	*800,760*
Emerald Street	*71*	*609*	*0*	*3,409*	*180,566*	*33,112*	*7,628*	*225,395*
Fairweather Lodge	*9*	*1,000*	*0*	*801*	*0*	*53,178*	*(8,418)*	*46,570*
TOTALS	**80,937**	**420,174**	**896,752**	**618,591**	**28,132,912**	**35,416,715**	**(121,727)**	**65,444,350**

Capital Purchases/Renovations details

4/30/2016

2016 budget	Vendor	Location	Original budget 2016	Committed	projected YE actuals	remaining budget Over/(under) Budget	NOTES
Fire alarm Panel (addressable)	Tattersall	KAHP-Harper Acres	$82,428	$88,428	$88,428	$6,000	PO #387
Roof slope (bldg 105) and Architect Fees		KAHP-Harper Acres	$42,000	$0	$0	($42,000)	in research
Condenser/Evaporator for AC (bldg 105)	G jackson	KAHP-Harper Acres	$12,000	$0	$0	($12,000)	in research
Gas furnance (bldg 105)	G jackson	KAHP-Harper Acres	$6,000	$0	$0	($6,000)	in research
Engineering Fees for Roof/AC/Furnance	Stevens & Assoc	KAHP-Harper Acres	$0	$3,227	$8,000	$8,000	estimate rec'd
Lighting retro-fit	NOVA	KAHP-Harper Acres	$135,000	$2,970	$53,063	($81,937)	PO # 408, 409
Mill Bldg Roof,Chimney, Brick repairs	AL Johnson/Lepistols	KAHP-Harper Acres	$20,000	$13,325	$13,325	($6,675)	PO #384,385
Engineering Fees for sidewalk/curbs project in 2017	Stevens & Assoc	KAHP-Harper Acres	$25,000	$0	$25,000	$0	estimate rec'd
Asphalt project 2015 remaining work	LaRock	KAHP-Forest View	$32,000	$10,000	$10,000	($22,000)	retainage 2015
Storage Units/Patios/Door Ovhg (38 units @ $9789)	All Seasons	KAHP-Forest View	$418,000	$371,964	$371,964	($46,036)	Contract
Windows (38units @ 8 @ $905 ea)	All Seasons	KAHP-Forest View	$152,000	$275,066	$275,066	$123,066	Contract
Storage Units/Patios/Door Ovhg/Windows FEES	Stevens & Assoc	KAHP-Forest View	$57,700	$0	$57,700	$0	estimate rec'd
Meter Stacks	Tattersall	KAHP-Forest View	$35,450	$35,450	$35,450	$0	PO #380
Electric Panels/Load Centers (38)	Tattersall	KAHP-Forest View	$17,362	$7,862	$17,362	$0	PO #381
Construction project 2015 remaining work	LaRock	KAHP-North & Gilsum	$10,000	$37,797	$37,797	$27,797	retainage 2015
Door Overhangs/Patios 2015 remaining work	All Seasons	KAHP-North & Gilsum	$19,000	$19,000	$19,000	$0	retainage 2015
Water Shut offics (located in crawl space)	G jackson	KAHP-North & Gilsum	$8,928	$10,828	$10,828	$1,900	PO #383
Electric Panels/Load Centers (29)	Tattersall	KAHP-North & Gilsum	$13,250	$13,250	$13,250	$0	PO #382
Front Cement Porch (14@3.1k ea) + Fees $7600		KAHP-North & Gilsum	$51,000	$0	$7,600	($43,400)	Bidding
Remediation of ground soil (5 yr monitor plan)	Brackett	KAHP-Bennett Block	$11,800	$11,800	$18,300	$6,500	estimate rec'd
Brick Steps (south side, replace)		KAHP-Bennett Block	$6,225	$0	$0	($6,225)	estimate rec'd
Lighting retro-fit	NOVA	KAHP-Bennett Block	$9,000	$9,121	$9,121	$121	PO #412
Sprinkler upgrade (partial)	Life Safety	Water St Shelter	$0	$0	$2,555	$2,555	final payment
Water Heater/Breaker	Tattersall	KAHP-32 Water St	$0	$0	$3,516	$3,516	
Unplanned			$0	$0	$0	$0	
		KAHP TOTAL	**$1,164,143**	**$910,087**	$1,077,325	($86,818)	KAHP total
Rehabilation project		Roxbury St Shelter	$319,000	$294,398	$319,000	$0	Contract CDBG
Lighting retro-fit	NOVA	Riverbend	$0	$1,070	$1,965	$1,965	PO # 410
Boiler	Jackson	Riverbend	$0	$0	$6,240	$6,240	#4 apt
Outside Lighting (to LED 25 poles @ $200)		Evergreen knoll	$5,000	$0	$2,554	($2,446)	PO #396
Appliances		Evergreen knoll	$0	$0	$504	$504	
Exit Lane at entry (major frost heave/damage) & Fees		Evergreen knoll	$44,000	$0	$0	($44,000)	Bidding
Fencing (move opening)		Brookbend East	$1,000	$0	$0	($1,000)	in research
Fencing (move opening)		Brookbend West	$1,000	$0	$0	($1,000)	in research
Construction project 2015 remaining work		SAV Family	$0	$10,893	$10,936	$10,936	retainage 2015
Fascade and Fees		CST	$50,000	$0	$4,779	($45,221)	Bidding 3/31
Lighting retro-fit	NOVA	CST	$31,000	$6,288	$32,335	$1,335	PO # 411
Vehicle	Durand Ford Toyoto	Locals	$25,000	$0	$38,687	$13,687	PO #
Heating/AC in main office	Gary Jackson	MAHC	$0	$0	$7,692	$7,692	PO #
Pavilion and Fees		Ashbrook (MHO)	$12,000	$0	$13,000	$1,000	estimate rec'd
Catch Basin - Parking lot		Emerald St. (CHO)	$5,150	$0	$5,150	$0	in research
Pavilion and Fees		Emerald St. (CHO)	$10,000	$0	$12,000	$2,000	estimate rec'd
total capital purchases/renovations			**$1,667,293**	**$1,222,736**	**$1,532,167**	**($135,126)**	
other funding: CDBG $255 and Keene Downtown $10 for Roxbury St Shelter			**($265,000)**	**$0**	**($265,000)**		
Net Cash outlay			**$1,402,293**	**$1,222,736**	**$1,267,167**		

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	EXPIRED	**01/15/16**
RFP	102-GD	12/18/12 - 01/22/13	GRAPHIC DESIGN	AGENCY WIDE	IMARC, LLC	$14,875.00	EXPIRED	**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	RENEWED 3/31/16	04/30/17
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	01/31/17
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	EXPIRED	11/14/15
		RENEWAL	LAWN CARE/LANDSCAPING	AGENCY WIDE	AGM LANDSCAPING	<97,500.00	EXECUTED 03/01/16	11/30/16
RFP	118-TA	11/30/15-12/30/15	TECHNICAL ASSISTANCE	AGENCY WIDE	EDGEMERE CONSULTING	< $50,000.00	EXECUTED 02/01/16	2/1/2017
RFP	119-GD	11/30/15-12/30/15	GRAPHIC DESIGN	AGENCY WIDE	SILVER DIRECT	< $15,000.00	EXECUTED 01/25/16	1/31/2017
RFP	120-CA	2/25/16-04/15/16	CAPITAL NEEEDS ASSESSMENT	EK/CST/SAV			ISSUED RFP	

KEY:

IFB Invitation for Bid

QBS Qualifications Based Selection

RFB Request for Bid

RFP Request for Proposal/Procurement

RFQ Request for Quote/ Qualifications

KHKC Summer Opportunities

Monday through Friday Conval Food Service will serve free breakfast and lunch at the family activity centers and under the pavilion at Brookbend.

Reading Nook will run concurrently with ConVal lunch time at Forest View.

Colleen Ross, KH resident and RVCC student, will be holding STEM summer kids activities twice per week at Brookbend under the pavilion (sponsored by UNH Extension).

Monadnock Conservancy is offering **Kids Connect**! Fun on the Farm. A free 8 week program for kids ages 8-12. Programming runs every Tuesday starting July 5th-August 23rd from 4:30-6:30pm. Transportation is provided!

MoCo Arts Summer Camp is now available! Keene Housing families receive a significant discount for both C.A.K.E and Cupcake Camps. **(8 registered for CAKE 2 registered for CupCake)**

Brantwood Camp is offering a free two week sleep-away camp for boys and girls 11-15! **(12 kids registered)**

The Cheshire Career Center is hosting a **Career Exploration Camp June 27th-30th**. The Camp is open to incoming 6th, 7th, 8th and 9th graders and free for all Keene Housing youth. Some transportation is provided. **(5 Kids registered to date)**

Free **Cheshire Children Museum** passes all summer long.

Free pool passes for youth 5-18 to the City of Keene's public pools (Keene residents only).

First Book offers Keene Housing families free access to **open eBooks**. Available for Apple or Android users. Books are available in all ages! **(2 families have the codes)**

Children's Stage Adventures: we have 1 child registered for this camp

Kids on Campus: 7 kids registered 4 sponsored by KSC 3 sponsored by KHKC

Rec Center Playground Camp: We have 5 kids participating

Swanzey Lake Summer Camp: 3 kids participating in one free week

Montessori Preschool Summer Camp: 1 child registered.

Stonewall Farm summer camp: 5 slots available

May 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11 NHHFA Management Review Brookbend East	12	13	14
15	16	17	18	19 Board of Commissioners Annual Meeting at 7:30pm	20	21
22	23 NHHFA Management Review Cottage Street	24 NHHFA Management Review Emerald Street House	25 NHHFA Management Review Brookbend West	26	27	28
29	30 Office Closed Memorial Day	31				

Keene Housing

JUNE 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22 Board of Commissioners Meeting	23	24	25
26	27	28	29	30		

Keene Housing