Keene Housing

Keene Housing
Board of Commissioners Meeting
October 19, 2016

Stone Arch Village Senior
Card Making Workshop

Meeting Location:
Stone Arch Village Senior
835 Court Street
Keene, NH 03431

Keene Housing

Board of Commissioners Meeting
Wednesday, October 19, 2016
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Keene Housing

BOARD OF COMMISSIONERS MEETING
WEDNESDAY, OCTOBER 19, 2016
12:00 P.M.
STONE ARCH VILLAGE SENIOR COMMUNITY ROOM
835 COURT STREET, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the September 21, 2016 Keene Housing Board Meeting Minutes

IV. Executive Director's Report

V. Management Report

VI. Finance Report

VII. Old Business

VIII. New Business

a. Keene Housing Kids Collaborative Update

b. Approval of Executive Director Travel (Resolution No. 556)

c. Approval of Harper Acres Power Purchase Agreement (Resolution No. 557)

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, September 21, 2016

Chairperson Robator called the Keene Housing Board of Commissioners meeting to order at 12:02 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
- Pam Slack, Commissioner
- Jennifer Marsh, Commissioner

Also in attendance:
- Joshua Meehan, Secretary
- Amy Wright, Director of Administration
- April Buzby, Planning and Policy Analyst
- Carolyn Crane, Director of Housing
- Linda Griffin, Director of Finance
- Residents of Central Square Terrace

MINUTES:

Chairperson Robator called for approval of the August 24, 2016 Board of Commissioners meeting minutes. Commissioner Moses made a motion to approve the minutes. Commissioner Slack seconded the motion, which upon being put to vote, the minutes passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Secretary Meehan updated the Commissioners regarding the status of several capital improvement projects. The Agency was awarded Community Development Block Grant (CDBG) funds for a rehabilitation project at Riverbend. The new boilers and water filtration system will be installed before the end of the year. New roofs and siding are planned for 2017. New windows are being installed at Forest View throughout the month of October 2016. The construction work at the men's shelter is nearing completion. The men are moving back to the property within 2 weeks. The Commissioners are invited to attend a tour of the shelter immediately following the Board meeting.

Secretary Meehan stated a plan is being developed with the City of Keene to transition the administration of its CDBG program to Southwest Region Planning Commission. In the meantime, Linda Mangones, CDBG Administrator, will continue to perform her work responsibilities for Keene Housing.

Secretary Meehan announced Carolyn Crane, Director of Housing announced her pending retirement. Keene Housing started its recruitment efforts for this position. Chairperson Robator recognized Ms. Crane for her years of service.

The Agency applied for a Solar Capacity Building Grant and secured $20,000 in tax credits from the Community Development Finance Authority (CDFA). The funds will be used to hire an energy production consultant to determine if Keene Housing can reduce its electricity costs; with the ultimate goal of being off the grid by 2035.

As of today, Southwestern Community Services (SCS) has not leased up any homeless veterans under Project M.A.R.C.H. (Monadnock Area Resources Curing Homelessness). Conversations have been had with SCS and we will continue to monitor.

Commissioner Slack stated she spoke to Ken Stewart regarding the property purchased by the Putnam family on Ashuelot Street in Keene. The property is mostly wetlands and cannot be developed. According to Mr. Stewart, the property will be incorporated into the existing park.

MANGEMENT REPORT:

Commissioner Mack inquired about the Unit Turnover year to date grade for Ash Brook Apartments. Ms. Crane stated the units generally are not subsidized and take longer to lease up.

FINANCE REPORT:

Ms. Griffin distributed the August 2016 financial reports. She stated expenses are under budget and there are no areas of concern. Keene Housing sent an invitation for proposals to 6 local banks for treasury management services and credit capacity. Ms. Griffin, Keene Housing's finance staff and Secretary Meehan met with each bank and are now waiting for credit proposals.

OLD BUSINESS:

No topics were presented.

NEW BUSINESS:

Resolution No. 554 - Approval of the Tenant Selection and Occupancy Plan

The Keene Housing Board of Commissioners approves revisions to the Tenant Selection and Occupancy Plan; and further authorizes the Executive Director to make any corrections necessary, pursuant to the September 14, 2016 memorandum from Planning and Policy Analyst April A. Buzby to Executive Director Joshua R. Meehan. Commissioner Slack moved the motion to approve the resolution. Commissioner Marsh seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 555 – Approval of Fiscal Year 2017 Moving to Work Annual Plan

The Keene Housing Board of Commissioners approves and adopts Keene Housing's Fiscal Year 2017 Annual Moving to Work Plan; and further authorizes the Executive Director to make any technical corrections necessary pursuant to the memorandum dated September 14, 2016 from April A. Buzby, Planning and Policy Analyst, to Joshua Meehan, Executive Director. Commissioner Slack moved the motion to approve the resolution. Commissioner Marsh seconded the motion, which upon being put to vote, was passed unanimously.

Informational Memorandum – Quarterly Resident Services Report

The Quarterly Resident Services Report informs the Commissioners about the programs offered to the elderly and disabled residents and the outcomes of the services provided. No topics or discussion items were presented.

PUBLIC COMMENT:

A resident stated she and other residents in the building are having problems with their Time Warner Cable service. The picture will freeze while watching television. When contacting Time Warner Cable, the resident was told the issue was related to the wiring in the building.

NON-PUBLIC SESSION:

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

Commissioner Slack 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 12:41 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

9/28/16
Date

Keene Housing

Resolution No. 556

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

   Approval of Executive Director Travel

2. Date of Board Meeting: October 19, 2016

3. Proposed Board Resolution:

   Resolution: That the Keene Housing Board of Commissioners authorizes the Executive Director to travel to Orlando, Florida for the 2017 Public Housing Authorities Directors Association (PHADA) Commissioners' Conference, which runs from January 8, 2017 – January 10, 2017, pursuant to the October 13, 2016 memorandum from Amy Wright, Director of Administration 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 Amy Wright Date: 10/10/2016

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: 10/10/2016

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Amy Wright, Director of Administration
Subject: Executive Director Travel
Date: October 13, 2016

This memorandum recommends that the Board of Commissioners authorizes Executive Director Meehan to travel to Orlando, Florida for the 2017 Public Housing Authorities Directors Association (PHADA) Commissioners' Conference, which runs from January 8, 2017 – January 10, 2017.

The meeting provides Executive Director Meehan the opportunity to learn what to expect from the new Administration in relation to housing and budgetary policy, provisions of the Fiscal Year 2017 Appropriations Act as well as the outlook for the Fiscal Year 2018 budget season that gets underway in January.

Although no arrangements have been made, pending Board approval, the total cost for travel and accommodations is not expected to exceed $2,500.00.

RECOMMENDATION

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

> **Resolution:** That the Keene Housing Board of Commissioners authorizes the Executive Director to travel to Orlando, Florida for the 2017 Public Housing Authorities Directors Association (PHADA) Commissioners' Conference, which runs from January 8, 2017 – January 10, 2017, pursuant to the October 13, 2016 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director.

Keene Housing

Resolution No. 557

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

   Harper Acres Power Purchase Agreement

2. Date of Board Meeting: October 19, 2016

3. Proposed Board Resolution:

   Resolution: That the Keene Housing Board of Commissioners authorizes the Executive Director to execute a Power Purchase Agreement for Harper Acres with Constellation Energy for a length not to exceed three (3) years and price not to exceed $0.08 per kilowatt hour (kWh) pursuant to the October 12, 2016 memorandum from Planning and Policy Analyst April A. Buzby to Executive Director Joshua R. Meehan.

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 Finance Manager

   Funds Budgeted and Available Yes ☐ No ☐ Source _____

   Account #_____

   Finance Manager Approval Signature _____ Date: _____

7. Executive Director Approval Signature _____ Date: 10/13/2016

Keene Housing

MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: April A. Buzby, Planning and Policy Analyst
Subject: Harper Acres Power Purchase Agreement
Date: October 12, 2016

This memorandum recommends that the Board of Commissioners authorize the Executive Director to execute a power purchase agreement with Constellation Energy for the Harper Acres electrical account.

BACKGROUND

Keene Housing (KH) entered a Power Purchase Agreement (PPA) with Constellation Energy in 2014 for all our owner-paid electrical accounts. At the time, Harper Acres had an existing PPA which was not due to expire until 2015 so it was not included in the new agreement. When the Harper Acres PPA expired, the prevailing energy rates were not substantially different than those offered by Eversource and no new PPA was pursued.

On June 30, 2016 the New Hampshire Public Utilities Commission (PUC) approved Eversource's request to increase the energy service rate for all Eversource-supplied electricity from 9.99 cents per kilowatt hour (kWh) to 10.94 cents. In September, KH was notified by an Eversource representative that the new rate would be implemented on the Harper Acres account within 60 days. Analysis shows that this rate change will increase our annual electrical supply costs at Harper Acres from $115,592 per year to approximately $146,160 (based on utility usage July 2015 to July 2016).

KH contacted Constellation Energy to explore the viability of a PPA for this account. With KH actively working towards meeting our goal of 100% renewables by 2035, it was important to ensure that any new PPA would not lock the agency into a long term commitment which would preclude renewable generation or procurement for this site.

Under the proposed PPA, Constellation will supply all electricity for the Harper Acres account for the prevailing energy rate on the date of execution, not to exceed 8.00 cents, for the length of time chosen by KH, not to exceed three (3) years. The terms are consistent with our existing PPAs at a more favorable rate and would result in a lower electrical supply cost than prior to the rate increase. The following table shows the anticipated energy service costs for Harper Acres with and without a PPA compared to last year.

	Projected Costs	Change
July 2015 to July 2016 (actual)	$115,592	N/A
No PPA	$146,160	+$30,568
Proposed PPA at $0.08/kWh	$108,552	-$7,040

It is important to note that the above changes only apply to the energy service charges. A PPA does not affect the transmittal charges, service benefits charges, or any other taxes and fees charged by

Eversource. These additional charges are also likely to go up and so the numbers here do not represent the final total cost of electricity for this account.

RECOMMENDATION

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

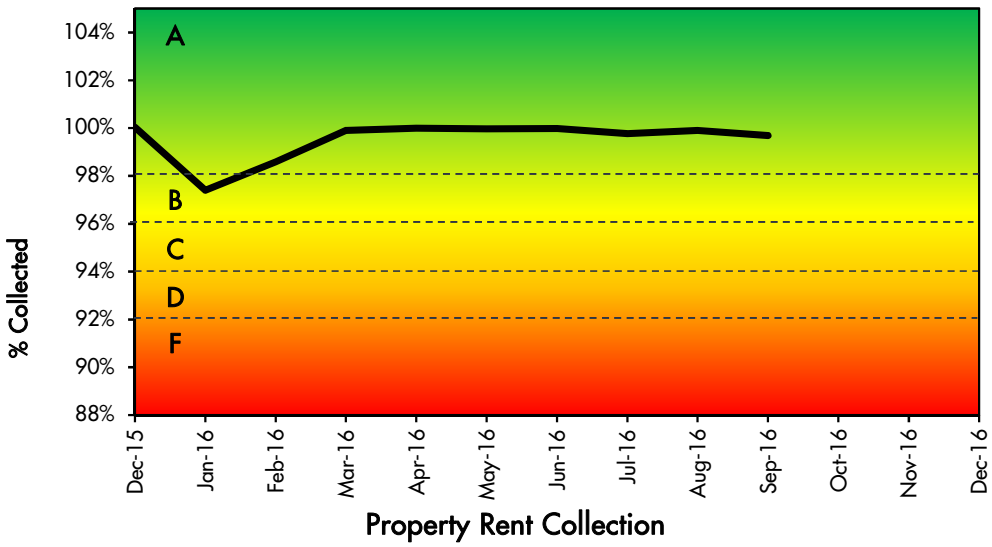
> **Resolution:** That the Keene Housing Board of Commissioners authorizes the Executive Director to execute a Power Purchase Agreement for Harper Acres with Constellation Energy for a length not to exceed three (3) years and price not to exceed $0.08 per kilowatt hour (kWh) pursuant to the October 12, 2016 memorandum from Planning and Policy Analyst April A. Buzby to Executive Director Joshua R. Meehan.

Keene Housing

MANAGEMENT REPORT
SEPTEMBER 2016

Residential Property Rent Collection Report
September 2016

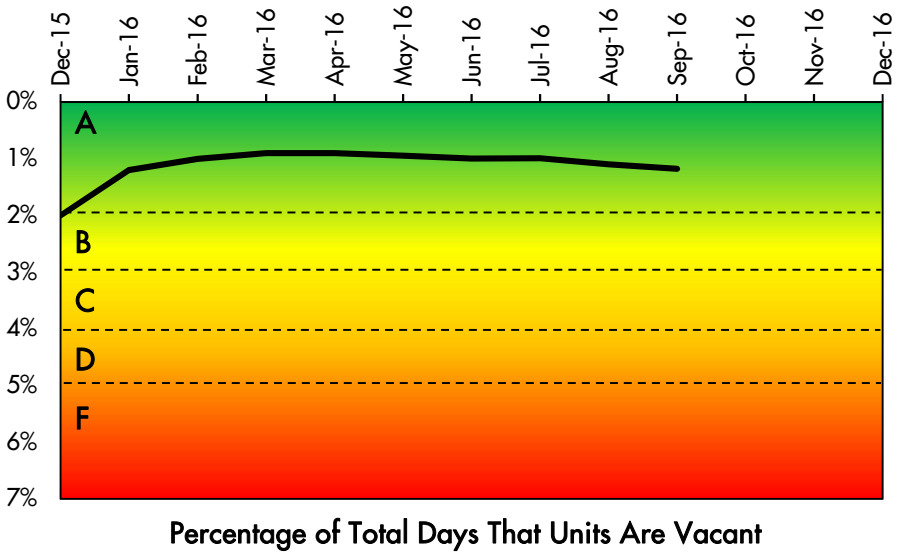
Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$9,929	$9,949	100.2%	A	$84,876	$84,874	100.0%	A
Bennett Block	$4,185	$4,272	102.1%	A	$36,555	$36,185	99.0%	A
Brookbend East	$17,600	$14,331	81.4%	F	$129,975	$128,071	98.5%	A
Brookbend West	$10,575	$10,209	96.5%	B	$85,772	$85,628	99.8%	A
Central Square Terrace	$26,139	$26,556	101.6%	A	$230,003	$230,073	100.0%	A
Cottage Street	$1,135	$1,183	104.2%	A	$8,663	$8,525	98.4%	A
Evergreen Knoll LP	$13,156	$13,114	99.7%	A	$109,543	$109,684	100.1%	A
Forest View	$17,292	$16,933	97.9%	B	$152,081	$151,760	99.8%	A
Harper Acres	$42,153	$41,783	99.1%	A	$361,542	$361,369	100.0%	A
Meadow Road Apartments	$5,815	$5,823	100.1%	A	$52,143	$52,093	99.9%	A
North and Gilsum	$17,895	$17,560	98.1%	A	$148,656	$147,182	99.0%	A
Riverbend Apartments	$9,683	$9,702	100.2%	A	$80,405	$80,408	100.0%	A
Scattered Sites	$9,371	$9,432	100.7%	A	$72,285	$72,025	99.6%	A
Stone Arch Village Family	$8,314	$7,589	91.3%	D	$71,611	$71,007	99.2%	A
Stone Arch Village Senior	$11,964	$11,966	100.0%	A	$103,569	$103,569	100.0%	A
Totals	**$205,206**	**$200,401**	**97.66%**	**B**	**$1,727,679**	**$1,722,453**	**99.70%**	**A**



Monthly Vacancy Report

September 2016

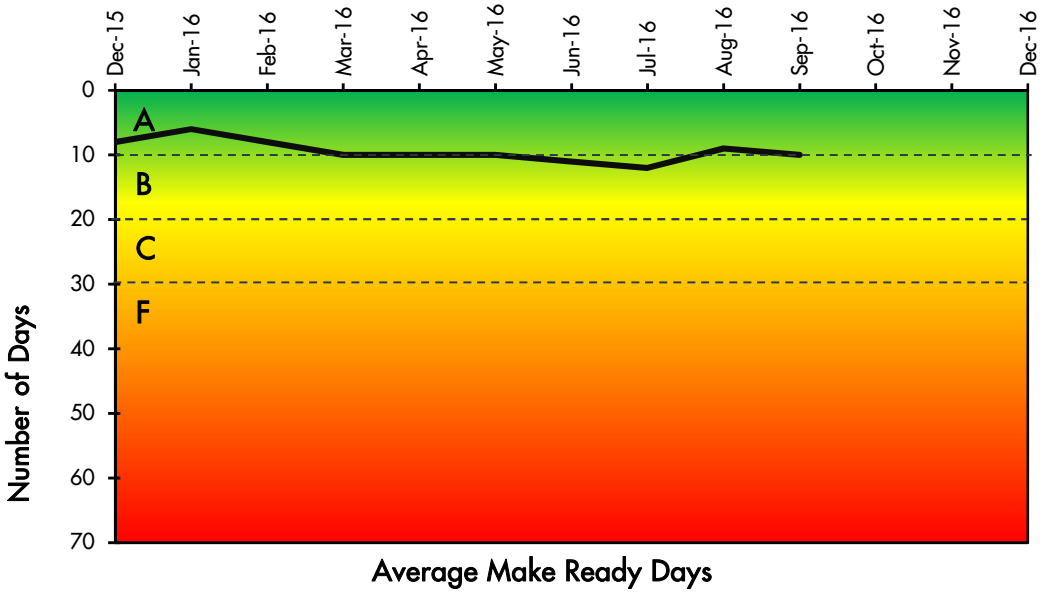
Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	720	23	3.2%	C	1.1%	A
Bennett Block	14	420	0	0.0%	A	0.6%	A
Brookbend East	40	1200	39	3.3%	C	1.0%	A
Brookbend West	35	1050	0	0.0%	A	1.5%	A
Central Square Terrace	90	2700	30	1.1%	A	1.1%	A
Cottage Street	3	90	0	0.0%	A	0.0%	A
Evergreen Knoll LP	32	960	48	5.0%	D	1.3%	A
Forest View	38	1140	30	2.6%	B	1.1%	A
Harper Acres	112	3360	60	1.8%	A	1.2%	A
Meadow Road	18	540	29	5.4%	F	0.6%	A
North and Gilsum	29	870	21	2.4%	B	1.8%	A
Riverbend Apartments	24	720	29	4.0%	D	2.8%	B
Scattered Sites	18	540	0	0.0%	A	1.0%	A
Stone Arch Village Family	24	720	29	4.0%	D	1.0%	A
Stone Arch Village Senior	33	990	11	1.1%	A	0.3%	A
Report Totals:	**534**	**16,020**	**349**	**2.2%**	**B**	**1.2%**	**A**



Percentage of Total Days That Units Are Vacant

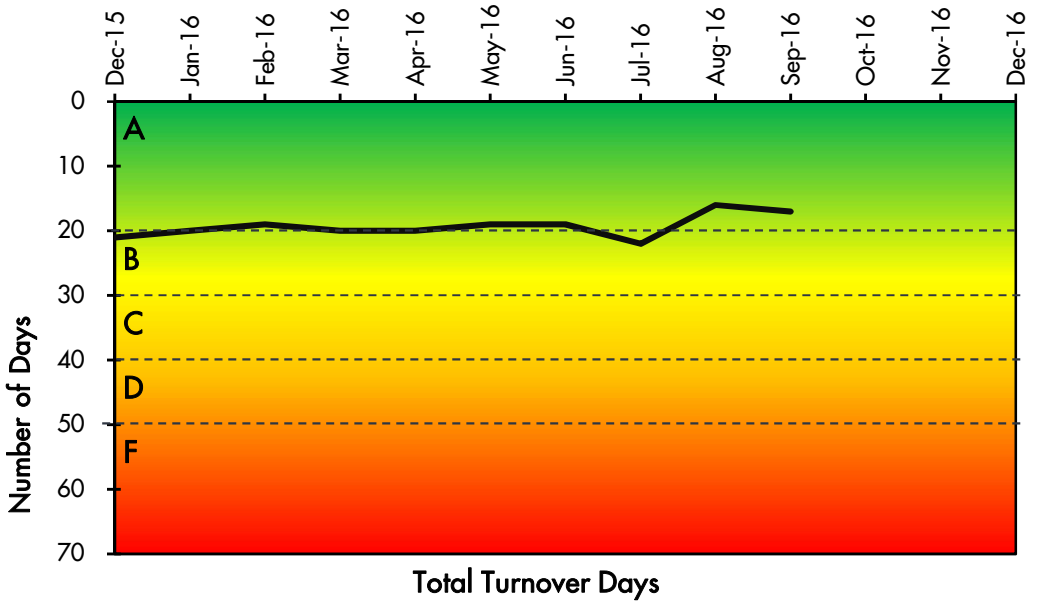
Unit Make Ready Days
September 2016

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	23	C	2	23	C
Bennett Block	-	-	None	1	25	C
Brookbend East	2	5	A	5	8	A
Brookbend West	1	0	A	6	9	A
Central Square Terrace	3	3	A	10	7	A
Cottage Street	-	-	None	-	-	None
Evergreen Knoll LP	3	3	A	6	7	A
Forest View	1	0	A	5	2	A
Harper Acres	3	4	A	15	9	A
Meadow Road	1	20	B	1	20	B
North and Gilsum	1	14	B	3	21	C
Riverbend Apartments	1	20	B	6	13	B
Scattered Sites	-	-	None	3	10	A
Stone Arch Village Family	1	28	C	2	20	B
Stone Arch Village Senior	1	8	A	2	10	A
Report Totals:	**18**	**5**	**A**	**67**	**10**	**A**



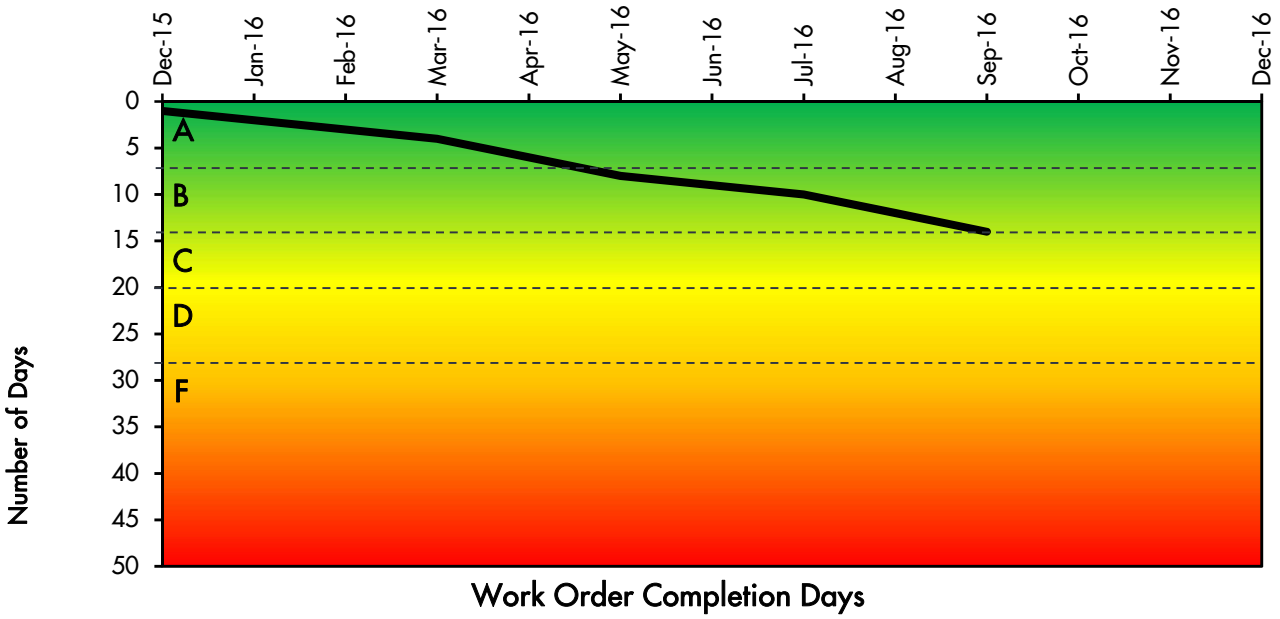
Unit Turnover
September 2016

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	23	B	2	42	D
Bennett Block	-	None	1	2	A
Brookbend East	10	A	5	13	A
Brookbend West	1	A	6	19	A
Central Square Terrace	3	A	10	12	A
Cottage Street	-	None	-	-	None
Evergreen Knoll LP	5	A	6	12	A
Forest View	30	B	5	17	A
Harper Acres	7	A	15	12	A
Meadow Road	29	B	1	29	B
North and Gilsum	22	B	3	43	D
Riverbend Apartments	30	B	6	23	B
Scattered Sites	-	None	3	14	A
Stone Arch Village Family	30	B	2	27	B
Stone Arch Village Senior	12	A	2	12	A
Report Totals:	7	A	67	17	A



Residential Property Non-Emergency Work Order Completion Days
September 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	3	2	A	29	17	C
Ash Brook Apartments	14	3	A	94	12	B
Bennett Block	18	1	A	91	20	C
Brookbend East	20	2	A	149	13	B
Brookbend West	13	0	A	149	10	B
Central Square Terrace	60	1	A	448	7	A
Cottage Street	2	1	A	50	14	B
Emerald Street House	4	0	A	35	11	B
Evergreen Knoll LP	36	3	A	92	10	B
Forest View	17	0	A	192	7	A
Harper Acres	33	3	A	509	17	C
Keene Housing Main Office	7	4	A	55	15	C
Meadow Road	6	7	A	65	23	D
North and Gilsum	19	5	A	191	16	C
Riverbend Apartments	7	1	A	89	5	A
Scattered Sites	14	3	A	107	22	D
Stone Arch Village Family	8	3	A	102	19	C
Stone Arch Village Senior	22	3	A	176	15	C
Report Totals:	**303**	**2**	**A**	**2,623**	**14**	**B**



Residential Property Emergency Work Order Completion Days
September 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	1	0	0	1	0	P
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:	**1**	**0**	**0**	**5**	**0**	**P**

Keene Housing

FINANCE REPORT
SEPTEMBER 2016

Financial Report – September, 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 $1,419k which is a net increase of $805k from the budget of $615k.

OPERATING REVENUES are $12,289k, a net increase of $1,523k as compared to the budget of $10,766k. The most significant changes are related to:

VARIANCES for Revenue categories under/(over) Budget		
67,220	Rent Revenue	Changes in tenant rent portion – could be related to change in renter, subsidy changes or increase in rent at properties.
40,507	HAP funding	The MTW funding was approved at 99.582% proration which is less than what the budget was set at by $74k. NEDs HAP approval was under budget by $9k. Mainstream HAP was approved same as budget. There were a number of small other variances related to subsidy changes in other programs.
(63,219)	Other Income	Other Income over budget: CDBG grant to Roxbury St Shelter is $94k year to date and there was no budget. Also, KHKC for vehicle use by $3k and bad debt collection by $1k and misc income under budget by $3k.
8,568	Grants	Grants funds expected to be received for CDBG administration, CHT, FSS. The FSS funds are under budget due to timing of reimbursement $3k, CHT admin revenue is under budget by $3k and CDBG admin is over budget by $9k (included is $9k that is offset by expense of sub-contracting).
(7,396)	Management Fees	Management fees slightly over budget.
0	Development fees	No Development fees paid or expected (MAHC).
15,664	Vacancy Loss	Vacancy Loss (reduction to revenue). BBE is under budget by $9k, BBW is under budget by $8k, Ashbrook is under budget by $3k, CST is over budget by $4k and Emerald are higher than budget vacancy by $4k but all other properties are less than budget.
(7,457)	Tenants Charges	Tenants Charges (damages/fees). Properties over budget are CST by $2k, BBW by $3, KAHP by $4k.
28,483	Admin Funding	HUD Section 8 admin expenses are under budget so funding is also under budget. NEDs and Mainstream admin revenue is on budget.
51,042	**Lower than Budget**	**Operating Revenue**
(128,983)	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 $56k) and actuals are $185k.
(1,445,197)	MTW Transfer	The 2016 MTW Non-HAP funding used for Non-HAP initiatives. KAHP Capital Impr = $444k, Roxbury $65k, KHKC = $48 k, Riverbend $250k
(1,523,138)	**Higher than Budget**	**Total Revenue**

Keene Housing

OPERATING EXPENSES are $10,870k a net increase of $719k as compared to budget of $10,151k. The most significant changes are related to:

VARIANCES for Expense categories Under/(Over) compared to Budget		
23,048	Admin Expenses	Administrative Expense, many items are under budget at this point. Capital Needs Assessment work is finishing up but no payments have been made so is under budget by $22k, Technical Consultant is under budget by $8k, Travel is under budget by $12k. Over budget items are: Legal is over budget by $18k, Energy Contractor is on budget.
73,378	Payroll and Benefits Expenses	Benefit Expenses are under budget by $51k. Salaries are under budget by $20k and projected to run under budget at year end by $34k (down one staff in Facilities and Assets dept).
63,348	Utilities Expenses	Fuel Expenses are under budget by $32k (CST= $20k, KAHP is $5k, MR $3k, BBE $4k, Riverbend $3k, SAVS $3k and smaller amounts over other properties). Electric is under budget by $30k (CST= $4k, KAHP is $13k and smaller amounts over other properties). Water & Sewer are on budget.
118,1651	Maint Expenses	Maintenance Expenses running under budget: Flooring= $35k, Maint Materials= $22k, snow removal= $28k, Electrician= $12k, Vehicle repairs= $13k and other $6k. Expenses running over budget: Maint/Repairs by $18k.
(17,000)	Relocation Expense	Relocation expense is related to rehabilitation of Roxbury St Shelter. Moving residents into alternative housing during rehab is being funded by MTW funds.
8,765	Insurance Expenses	Insurance Expenses on budget, timing.
(663)	Insurance Recovery	Insurance recovery on SAV-S waiting for reconciliation of claim
1,735	Property Tax Exp	Property Taxes on budget, timing.
9,179	Partnership taxes	Taxes on partnerships, less than budget.
122,658	Interest Expenses	Interest Expenses on budget (KAHP loan rate reset reducing interest expense by $13k monthly)
14,313	Resident services	Residential Services Development Grants and Rent credits on budget. Other resident service (housing and P&S) under by $13K.
(42,076)	HAP disbursements	HAP disbursements on budget.
374,851	**Lower than Budget**	**Operating Expenses**
(110,447)	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 $96k) and actuals are $206k.
(982,914)	MTW Transfer	The 2016 MTW Non-HAP funding used for Non-HAP initiatives. KAHP Capital Impr = $444k, Roxbury $65k, KHKC = $48k, Riverbend $250k
(718,510)	**Higher than Budget**	**Total Expenses**

Keene Housing

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

Program/Property	BUDGET	ACTUALS	Changes Compared to Approved Budget		
	Operational Surplus/ (Deficit)	Operational Surplus/ (Deficit)	Revenue Over/(under) budget	Expenses Over/(under) budget	Notes on variances
Central Office (Locals)	**(20,540)**	**(178,357)**	747,406 Higher Revenue	905,224 Higher Expenses	MTW transfer $603k in and then out $870k to funds capital projects/KHKC
Monadnock Affordable (MAHC)	**174**	**(5,183)**	(13,394) Lower Revenue	(8,037) Lower Expenses	
Keene Affordable (KAHP)	**98,017**	**833,505**	522,471 Higher Revenue	(213,017) Lower Expenses	Revenue is MTW transfer in $498k to funds capital projects
Meadow Road	**35,402**	**47,415**	2,324 Higher Revenue	(9,689) Lower Expenses	
Roxbury St Shelter	**7,712**	**149,619**	159,918 Higher Revenue	18,011 Higher Expenses	Revenue MTW transfer in $66k to funds capital projects
Low Income Tax Credits Properties (LIHTC)					
Brookbend East	*111,996*	*89,156*	9,016 Higher Revenue	31,853 Higher Expenses	Payment of partnership distribution exceeds budget by $30k.
Brookbend West	*85,032*	*43,072*	8,793 Higher Revenue	50,754 Higher Expenses	Payment of partnership distribution exceeds budget by $70k.
Evergreen Knoll	*31,939*	*54,420*	2,003 Higher Revenue	(20,478) Lower Expenses	
Riverbend	*29,966*	*308,316*	245,623 Higher Revenue	(32,728) Lower Expenses	MTW transfer in $250k to funds capital projects
Stone Arch Family	*25,185*	*16,812*	(2,051) Lower Revenue	6,322 Higher Expenses	Payment of partnership distribution exceeds budget by $33k.
Stone Arch Senior	*20,512*	*46,315*	12,135 Higher Revenue	(13,668) Lower Expenses	Payment of partnership distribution exceeds budget by $7k.
Multi-Family Properties					
Central Square Terrance	*133,858*	*208,304*	1,018 Higher Revenue	(73,427) Lower Expenses	
Voucher Programs					
Section 8	*(6,410)*	*(287,762)*	(169,495) Lower Revenue	111,857 Higher Expenses	
Non-Elderly Disabled (NED)	*20*	*9,290*	12,579 Higher Revenue	3,309 Higher Expenses	
Mainstream Vouchers	*764*	*13,594*	955 Higher Revenue	(11,875) Lower Expenses	
Non-Owned/Managed Properties					
Cottage Street	*3,420*	*5,990*	(195) on Budget	(2,765) Lower Expenses	
Ashbrook	*35,520*	*51,006*	996 on Budget	(14,491) Lower Expenses	
Emerald Street	*16,097*	*27,284*	1,264 Higher Revenue	(9,923) Lower Expenses	
Fairweather Lodge	*6,152*	*(13,353)*	(18,228) Lower Revenue	1,278 Higher Expenses	The building had no tenant and no revenue from 1/1-8/1.
TOTALS	614,816	1,419,440	1,523,138 Higher Revenue	718,510 Higher Expenses	

(a) excluding depreciation

Keene Housing

Cash Outlay - Year to Date - as of September 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)	**2,537,172**	**(178,357)**	(6,044)	0	(38,687)	0	151,299	(21,440)	(889)	**2,443,054**	(94,118)
Monadnock Affordable (MAHC)	**384,986**	**(5,183)**	(19,005)	0	(7,691)	0	11,264	6,465	0	**370,836**	(14,150)
Keene Affordable (KAHP)	**700,478**	**833,505**	(244,079)	(55,500)	(794,296)		17,048	56,987	0	**514,143**	(186,335)
Meadow Road	**4,759**	**47,415**	(23,084)	(2,358)	0	0	711	1,822	0	**29,265**	24,506
Roxbury St Shelter	**17,514**	**149,619**	(1,161)	0	(160,830)	0	(4,707)	2,164	0	**2,599**	(14,915)
Low Income Tax Credits (LIHTC)											
Brookbend East	*146,571*	*89,156*	(61,381)	(55,692)	0	0	49,286	18,971	422	**187,333**	40,762
Brookbend West	*149,614*	*43,072*	(90,259)	(8,367)	0	0	7,400	9,991	423	**111,874**	(37,740)
Evergreen Knoll	*41,880*	*54,420*	(14,593)	20,549	(34,861)	0	(31,978)	7,622	0	**43,039**	1,159
Riverbend	*61,326*	*308,316*	(23,466)	(10,803)	(84,517)	0	(45,392)	1,164	0	**206,628**	145,302
Stone Arch Family	*146,028*	*16,812*	(3,365)	(7,263)	(10,987)	(5,907)	(11,628)	5,962	0	**129,652**	(16,376)
Stone Arch Senior	*48,030*	*46,315*	(20,676)	(9,989)	(5,094)	(1,312)	(11,315)	7,497	0	**53,456**	5,426
Multi-Family Properties											
Central Square Terrance	*99,377*	*208,304*	(107,976)	(22,133)	(62,155)	0	(98,479)	80,743	0	**97,681**	(1,696)
Voucher Programs											
Section 8 - Moving to Work (MTW	*247,764*	*(287,762)*	n/a	n/a	n/a	n/a	103,142	9,298	0	**72,442**	(175,322)
Non-Elderly Disabled (NED)	*37,773*	*9,290*	n/a	n/a	n/a	n/a	(8,811)	43	0	**38,295**	522
Mainstream Vouchers	*134,665*	*13,594*	n/a	n/a	n/a	n/a	(4,594)	(4,663)	0	**139,002**	4,337
Non-Owned/Managed Properties											
Cottage Street	*2,086*	*5,990*	0	(1,800)	0	0	2,736	(4,850)	0	**4,162**	2,076
Ash Brook	*10,124*	*51,006*	(19,526)	(6,306)	0	0	(1,326)	494	0	**34,466**	24,342
Emerald Street	*5,194*	*27,284*	(12,090)	(2,880)	0	0	(12,295)	7,429	0	**12,642**	7,448
Fairweather Lodge	*10,937*	*(13,353)*	0	(14)	0	0	(3,137)	6,041	0	**474**	(10,463)
TOTAL	4,786,278	1,419,440	(646,705)	(162,556)	(1,199,118)	(7,219)	109,224	191,740	(44)	4,491,040	(295,238)

(a) excluding depreciation

Keene Housing

Balance Sheet Summary - Assets - as of September 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)	**1,317,861**	**1,125,193**	**0**	**0**	**0**	**10,664,612**	**122,503**	**436,312**	**13,666,481**
Monadnock Affordable (MAHC)	**291,821**	**0**	**79,015**	**0**	**0**	**1,010,971**	**1,456,110**	**559,530**	**3,397,447**
Keene Affordable (KAHP)	**514,143**	**141,366**	**589,852**	**0**	**0**	**146,817**	**17,530,324**	**31,969**	**18,954,471**
Meadow Road	**29,265**	**23,888**	**55,370**	**0**	**0**	**25,607**	**684,844**	**0**	**818,974**
Roxbury St Shelter	**2,599**	**0**	**0**	**0**	**0**	**6,805**	**263,568**	**0**	**272,972**
Low Income Tax Credits (LIHTC)	**553,120**	**475,778**	**557,093**	**706,926**	**0**	**80,673**	**22,217,895**	**151,968**	**24,743,453**
Brookbend East	*187,333*	*58,867*	*124,299*	*195,089*	*0*	*13,004*	*6,130,127*	*68,715*	*6,777,434*
Brookbend West	*111,874*	*58,261*	*74,288*	*175,081*	*0*	*11,978*	*5,701,483*	*47,058*	*6,180,023*
Evergreen Knoll	*43,039*	*31,757*	*132,941*	*86,400*	*0*	*34,502*	*3,108,627*	*5,330*	*3,442,596*
Riverbend	*27,767*	*217,777*	*45,255*	*37,802*	*0*	*5,536*	*1,286,307*	*0*	*1,620,444*
Stone Arch Family	*129,652*	*50,605*	*62,697*	*89,863*	*0*	*12,418*	*2,848,793*	*11,288*	*3,205,316*
Stone Arch Senior	*53,456*	*58,511*	*117,613*	*122,691*	*0*	*3,235*	*3,142,558*	*19,577*	*3,517,641*
Multi-Family Properties	**97,681**	**158,898**	**168,644**	**0**	**16,433**	**11,120**	**1,523,213**	**38,864**	**2,014,853**
Central Square Terrance	*97,681*	*158,898*	*168,644*	*0*	*16,433*	*11,120*	*1,523,213*	*38,864*	*2,014,853*
Voucher Programs	**249,739**	**0**	**0**	**0**	**0**	**123,242**	**3,333**	**0**	**376,314**
Section 8 - Moving to Work	*72,442*	*0*	*0*	*0*	*0*	*108,733*	*3,333*	*0*	*184,508*
Non-Elderly Disabled (NED)	*38,295*	*0*	*0*	*0*	*0*	*8,810*	*0*	*0*	*47,105*
Mainstream Vouchers	*139,002*	*0*	*0*	*0*	*0*	*5,699*	*0*	*0*	*144,701*
Non-Owned/Managed Properties	**51,743**	**46,030**	**152,336**	**12,580**	**21,970**	**6,622**	**1,249,575**	**12,648**	**1,553,504**
Cottage Street (MFS)	*4,162*	*2,645*	*10,847*	*12,580*	*10,087*	*1,632*	*416,816*	*6,750*	*465,519*
Ash Brook (MHO)	*34,466*	*27,396*	*63,406*	*0*	*8,842*	*1,189*	*667,941*	*5,898*	*809,138*
Emerald Street (CHO)	*12,642*	*13,441*	*65,426*	*0*	*3,041*	*775*	*139,758*	*0*	*235,083*
Fairweather Lodge (CHO)	*474*	*2,548*	*12,657*	*0*	*0*	*3,026*	*25,060*	*0*	*43,765*
TOTALS	**3,107,971**	**1,971,153**	**1,602,310**	**719,506**	**38,403**	**12,076,469**	**45,051,365**	**1,231,291**	**65,798,470**

(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 September 30, 2016

Program/Property	ACTUALS							
	Payables Vendors and Tenants	Payables Related Properties	Payables Development fees	Accrued Liabilities	Loans	Capital and Retained Earnings	Net Income Current Year	Total Liabilities
Central Office (Locals)	0	0	0	28,511	5,539	13,840,486	(208,054)	13,666,482
Monadnock Affordable (MAHC)	0	0	0	9,954	512,712	2,920,100	(45,318)	3,397,448
Keene Affordable (KAHP)	92,299	21,225	0	159,138	15,238,040	3,158,945	284,825	18,954,472
Meadow Road	8,081	90,494	0	4,467	574,029	125,671	16,232	818,974
Roxbury St Shelter	2,494	33,145	0	0	54,554	38,968	143,811	272,972
Low Income Tax Credits (LIHTC)	15,775	132,278	0	198,184	6,600,987	17,839,605	(43,192)	24,743,637
Brookbend East	*8,907*	*2,404*	*0*	*22,643*	*1,270,556*	*5,529,080*	*(56,148)*	*6,777,442*
Brookbend West	*6,760*	*2,151*	*0*	*30,472*	*1,731,055*	*4,499,390*	*(89,803)*	*6,180,025*
Evergreen Knoll	*0*	*0*	*0*	*35,217*	*1,824,013*	*1,633,648*	*(50,283)*	*3,442,595*
Riverbend	*108*	*127,723*	*0*	*51,614*	*596,424*	*580,843*	*263,963*	*1,620,675*
Stone Arch Family	*0*	*0*	*0*	*24,079*	*593,613*	*2,651,977*	*(64,411)*	*3,205,258*
Stone Arch Senior	*0*	*0*	*0*	*34,159*	*585,326*	*2,944,667*	*(46,510)*	*3,517,642*
Multi-Family Properties	21,293	82,137	896,752	84,023	2,948,881	(2,159,669)	141,438	2,014,855
Central Square Terrance	*21,293*	*82,137*	*896,752*	*84,023*	*2,948,881*	*(2,159,669)*	*141,438*	*2,014,855*
Voucher Programs	0	36,242	0	17,412	0	588,286	(265,627)	376,313
Section 8 - Moving to Work	*0*	*26,386*	*0*	*14,419*	*0*	*432,215*	*(288,512)*	*184,508*
Non-Elderly Disabled (NED)	*0*	*8,752*	*0*	*1,985*	*0*	*27,078*	*9,290*	*47,105*
Mainstream Vouchers	*0*	*1,104*	*0*	*1,008*	*0*	*128,993*	*13,595*	*144,700*
Non-Owned/Managed Properties	3,984	4,135	0	23,631	1,484,535	20,424	16,793	1,553,502
Cottage Street	*0*	*0*	*0*	*312*	*504,880*	*(36,763)*	*(2,912)*	*465,517*
Ash Brook	*2,915*	*1,122*	*0*	*12,962*	*805,852*	*(29,101)*	*15,389*	*809,139*
Emerald Street	*1,069*	*648*	*0*	*6,075*	*173,803*	*33,112*	*20,376*	*235,083*
Fairweather Lodge	*0*	*2,365*	*0*	*4,282*	*0*	*53,176*	*(16,060)*	*43,763*
TOTALS	143,926	399,656	896,752	525,320	27,419,277	36,372,816	40,908	65,798,651

Capital Purchases/Renovations details

2016 budget	Vendor	Location	Original budget 2016	Projected YE actuals	
Fire alarm Panel (addressable)	Tattersall	KAHP-Harper Acres	$82,428	$88,428	
Roof slope (bldg 105) and Architect Fees	Stevens & Assoc	KAHP-Harper Acres	$42,000	$0	on hold 2017
Condenser/Evaporator for AC (bldg 105)	G jackson	KAHP-Harper Acres	$12,000	$0	on hold 2017
Gas furnance (bldg 105)	G jackson	KAHP-Harper Acres	$6,000	$0	on hold 2017
Engineering Fees for Roof/AC/Furnance	Stevens & Assoc	KAHP-Harper Acres	$0	$7,800	
Windows inventory/Bid packet/Design (project 2017)	Stevens & Assoc	KAHP-Harper Acres	$0	$28,202	
Lighting retro-fit	Lightec	KAHP-Harper Acres	$135,000	$44,773	
Mill Bldg Roof,Chimney, Brick repairs	AL Johnson/Lepistols	KAHP-Harper Acres	$20,000	$13,625	
Engineering Fees for sidewalk/curbs (project in 2017)	Stevens & Assoc	KAHP-Harper Acres	$25,000	$25,000	
Asphalt project 2015 remaining work	LaRock	KAHP-Forest View	$32,000	$10,000	
Storage Units/Patios/Door Ovhg (38 units @ $9789)	All Seasons	KAHP-Forest View	$418,000	$371,964	
Windows (38units @ 8 @ $905 ea)	All Seasons	KAHP-Forest View	$152,000	$275,066	
Storage Units/Patios/Door Ovhg/Windows FEES	Stevens & Assoc	KAHP-Forest View	$57,700	$57,700	
Meter Stacks	Tattersall	KAHP-Forest View	$35,450	$35,450	
Electric Panels/Load Centers (38)	Tattersall	KAHP-Forest View	$17,362	$17,725	
Door Overhangs/Patios 2015 remaining work	All Seasons	KAHP-North & Gilsum	$29,000	$37,797	
Water Shut offics (located in crawl space)	G jackson	KAHP-North & Gilsum	$8,928	$10,828	
Electric Panels/Load Centers (29)	Tattersall	KAHP-North & Gilsum	$13,250	$13,250	
Front Cement Porch (14@3.1k ea) + Fees $7600	Stevens & Assoc	KAHP-North & Gilsum	$51,000	$7,600	on hold 2017
Remediation of ground soil (5 yr monitor plan)	Brackett	KAHP-Bennett Block	$11,800	$13,660	
Brick Steps (south side, replace)	Lepisto	KAHP-Bennett Block	$6,225	$6,225	
Lighting retro-fit	NOVA	KAHP-Bennett Block	$9,000	$9,121	
Sprinkler upgrade (partial)	Life Safety	32 Water St	$0	$2,555	
Water Heater/Breaker	Tattersall	32 Water St	$0	$3,516	
Heat system (Mitsubishi units 4)	Tattersall	West St	$0	$16,102	
		KAHP TOTAL	**$1,164,143**	**$1,096,387**	
Rehabilation project	Wesfield	Roxbury St Shelter	$319,000	$343,421	
Baseboard heaters/installation	Wesfield	Roxbury St Shelter	$0	$26,600	
Lighting retro-fit	Lightec	Riverbend	$0	$1,965	
Boiler (2 emergency replacements)	Jackson	Riverbend	$0	$12,480	
Water Treatment (KH Match to CDBG)	Jackson	Riverbend	$0	$10,800	
Boilers (KH Match to CDBG)	Jackson	Riverbend	$0	$118,563	
Outside Lighting (to LED 25 poles @ $200)	Lightec	Evergreen knoll	$5,000	$2,554	
Appliances	Various	Evergreen knoll	$0	$504	
Exit Lane at entry (major frost heave/damage) & Fees	Arlington Paving	Evergreen knoll	$44,000	$28,965	
Fencing (move opening)	In house	Brookbend East	$1,000	$0	
Fencing (move opening)	In house	Brookbend West	$1,000	$0	
Construction project 2015 remaining work	All Seasons	SAV Family	$0	$10,893	
Condensor fan/motor and Lineset	Jackson	SAV Senior	$0	$5,096	
Fascade and Fees	Ingram	CST	$50,000	$23,293	
Lighting retro-fit	Lightec	CST	$31,000	$32,335	
Vehicle	Durand Ford Toyoto	Locals	$25,000	$38,687	
Heating/AC in main office	Gary Jackson	MAHC	$0	$7,692	
Pavilion and Fees		Ashbrook (MHO)	$12,000	$13,000	
Catch Basin - Parking lot		Emerald St. (CHO)	$5,150	$5,150	
Pavilion and Fees		Emerald St. (CHO)	$10,000	$12,000	
total capital purchases/renovations			**$1,667,293**	**$1,790,385**	
other funding: CDBG $255,000 and Keene Downtown $10,000 for Roxbury St Shelter			($265,000)	($265,000)	
other funding: CDBG match from MTW $250,.000 (127,000 in 2016) for Riverbend Project				($127,000)	
Net Cash outlay			**$1,402,293**	**$1,398,385**	

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	**EXPIRED**	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	RENEWED 9/20/16	05/15/17
RFQ	108-HS	07/31/13 - 08/23/13	HEATING/AC/AH	AGENCY WIDE	GARY JACKSON HEATING	$19,030.00	**EXPIRED**	09/14/16
RFQ	109-FS	08/05/13 - 08/30/13	FLOORING SERVICES	AGENCY WIDE	SYD'S CARPET & SNOOZE ROOM	FEE FOR SERVICE	**EXPIRED**	10/19/15
RFP	110-AE	03/21/14 - 04/21/14	ARCHITECT/ENGINEERING	AGENCY WIDE	WELLER & MICHAL	FEE FOR SERVICE	RENEWED 5/13/16	05/13/19
		03/21/14 - 04/21/14	ARCHITECT/ENGINEERING	AGENCY WIDE	STEVENS & ASSOCIATES	FEE FOR SERVICE	RENEWED 6/15/16	06/14/19
		03/21/14 - 04/21/14	ARCHITECT/ENGINEERING	AGENCY WIDE	DIETZ ASSOCIATES	FEE FOR SERVICE	RENEWED 9/27/16	10/16/19
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	1.27/1.37 PER GALLON	RENEWED 7/1/16	06/30/17
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 9/1/16	08/31/17
		07/01/14 - 08/31/14	LEGAL	AGENCY WIDE	DRUMOND WOODSUM	FEE FOR SERVICE	RENEWED 9/1/16	08/31/17
		07/01/14 - 08/31/14	LEGAL	AGENCY WIDE	HAWKINS DELAFIELD & WOOD	FEE FOR SERVICE	RENEWED 9/1/16	08/31/17
		07/01/14 - 08/31/14	LEGAL	AGENCY WIDE	KLEIN HORNIG LLP	< $50,000.00	**EXPIRED**	**08/31/16**
		07/01/14 - 08/31/14	LEGAL	AGENCY WIDE	SHEEHAN PHINNEY BASS & GREEN	FEE FOR SERVICE	RENEWED 9/1/16	08/31/17
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	GDS ASSOCIATES	<8676.00	EXECUTED 05/06/16	6/12/2017
RFP	121-DC	7/05/16- 08/12/16	DEVELOPMENT CONSULTING	AGENCY WIDE	TAG ASSOCIATES	< $50,000.00	EXECUTED 09/01/16	8/31/2019
RFP	121-DC	7/05/16- 08/12/16	DEVELOPMENT CONSULTING	AGENCY WIDE	NNEHIF	< $50,000.00	PENDING CONTRACT	
RFP	122-HS	7/29/16- 08/31/16	HEATING/AC/AH	AGENCY WIDE	GARY JACKSON HEATING	<23,952.00	EXECUTED 09/09/16	9/14/2017

KEY:

IFB Invitation for Bid

QBS Qualifications Based Selection

RFB Request for Bid

RFP Request for Proposal/Procurement

RFQ Request for Quote/ Qualifications

Volunteers needed to help kids with homework

The Keene Housing Kids Collaborative serves kids ages 0-18 living in properties owned or managed by Keene Housing. We are looking for independent, motivated individuals who are interested in helping children and youth succeed academically.
As a Homework Station volunteer, you will help students with their schoolwork, provide support as they learn, and lend an ear as they talk about their school experiences.

Homework Stations are located at Keene Housing properties and provide school aged children a place to do homework in a quiet, supported setting. Volunteers are needed to staff the Homework Stations M-Th 3-5pm during the school year. Volunteers self-schedule, and whether you are able to volunteer once a week, once a month – the same day every time, or at odd intervals, you can schedule whatever works for you.

Email info@keenekidscollaborative.org or call 352-0109 for more information or to request an application.

OCTOBER 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5 Listening Tour Brookbend 4:30 pm	6	7	8
9	10	11	12	13	14	15
16	17	18 Listening Tour CST 1:00 pm	19 Commissioners Meeting Listening Tour Stone Arch 2:00 pm Forest View 5:30 pm	20	21	22
23	24	25 Listening Tour North & Gilsum 5:30 pm	26 Listening Tour Harper Acres 1:30 pm	27	28	29
30	31					

Keene Housing

NOVEMBER 2016

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

Keene Housing