Keene Housing

Keene Housing
Board of Commissioners Meeting
September 21, 2016

Stone Arch Village Senior
BINGO Night

Meeting Location:
Central Square Terrace
5 Central Square
Keene, NH 03431

Keene Housing

Board of Commissioners Meeting
Wednesday, September 21, 2016
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Keene Housing

BOARD OF COMMISSIONERS MEETING
WEDNESDAY, SEPTEMBER 21, 2016
12:00 P.M.
CENTRAL SQUARE TERRACE
5 CENTRAL SQUARE, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the August 24, 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 the Tenant Selection and Occupancy Plan (Resolution No. 554)

b. Approval of Fiscal Year 2017 Moving to Work Annual Plan (Resolution No. 555)

c. Informational Memo: Quarterly Resident Services Report

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, August 24, 2016

Vice Chairperson Mack called the Keene Housing Board of Commissioners meeting to order at 12:08 p.m. Secretary Meehan called the roll and declared a quorum present.

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

Also in attendance:
- Joshua Meehan, Secretary
- Amy Wright, Director of Administration
- April Buzby, Planning and Policy Analyst

Absent:
- Lee Robator, Chairperson
- Jennifer Marsh, Commissioner

MINUTES:

Vice Chairperson Mack called for approval of the July 20, 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 announced HUD recently visited Keene Housing and completed a Moving to Work (MTW) site visit. HUD is working on legislation similar to Project M.A.R.C.H. (Monadnock Area Resources Curing Homelessness) and wanted to learn more about the program. In addition to meeting with Keene Housing staff, HUD met with staff from Southwestern Community Services (SCS) and visited Second Chance for Success and Keene Housing Kids Collaborative.

Keene Housing applied for a Solar Capacity Building Grant and secured $20,000 in tax credits from the Community Development Finance Authority (CDFA). Secretary Meehan stated the Agency will use the funds to hire an environmental consultant to determine whether Keene Housing can install solar panels to reduce its electricity costs; with the ultimate goal of being off the grid by 2035.

The City of Keene added the Castle Street road and sidewalk repair to its 2017 budget. Once the work is complete, Keene Housing will take over ownership of the road and the City will continue to own/maintain the sewer and water for the property.

MANGEMENT REPORT:

Secretary Meehan stated two Facilities and Assets employees are currently on leave and the "B" ratings on the Unit Turnover and Make Ready reports are reflective of the reduction of staff hours.

FINANCE REPORT:

Secretary Meehan stated the target goals on the Programs and Services HAP & Leasing Utilization

Report have been adjusted from105% to 103% to account for the loss of Transitional Housing Assistance Subsidy Program (THASP) at Fairweather Lodge and the slow lease-up rate of Project M.A.R.C.H.

OLD BUSINESS:

No topics were presented.

NEW BUSINESS:

Resolution No. 553 - Approval of Record Retention Schedule Revisions

The Keene Housing Board of Commissioners approves adoption of the revision to the Record Retention Schedule pursuant to the August 11, 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 Moses seconded the motion, which upon being put to vote, was passed unanimously.

Informational Memorandum – Fiscal Year 2017 Annual Moving to Work (MTW) Plan Overview

Secretary Meehan provided an overview of the changes to existing MTW activities and new MTW initiative being proposed as part of the Fiscal Year 2017 Annual MTW Plan. He stated the Project Based Voucher (PBV) Program change increases the Housing Assistance Payment (HAP) funding cap towards PBVs from 60% to 75%. The increase allows Keene Housing to leverage funding for future developments. Commissioner Slack recommended Secretary Meehan contact Jack Dugan of Monadnock Economic Development Corporation to discuss a development of tiny homes for seniors. Vice Chairperson Mack believes the Putnam family is looking to develop the vacant property on Ashuelot Street. Commissioner Slack agreed to contact the Putnam family to learn more about their development plans.

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 Moses seconded the motion, which upon being put to vote, was passed unanimously. There being no further business, Vice Chairperson Mack adjourned the Board meeting at 12:49 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

8/30/2016
Date

Keene Housing

Resolution No. 554

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

   Approval of the Tenant Selection and Occupancy Plan

2. Date of Board Meeting: September 21, 2016

3. Proposed Board Resolution:

   Resolution: That 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.

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: 9/15/2016

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: April A. Buzby, Planning and Policy Analyst
Subject: Approval of the Tenant Selection and Occupancy Plan
Date: September 14, 2016

This memorandum recommends that the Board of Commissioners approve revisions to the Tenant Selection and Occupancy Plan.

BACKGROUND

The Department of Housing and Urban Development (HUD) and United States Department of Agriculture Office of Rural Development (RD) requires that Keene Housing (KH) maintains a Tenant Selection and Occupancy Plan (TSOP) that describes the agency's policies for administering its housing programs including tenant selection and eligibility, rules surrounding continued occupancy, and termination of assistance. Staff, residents, applicants, HUD and RD staff, and advocates looking for this information refer to the TSOP. The TSOP also includes KH's agency-wide policies related to issues such as the Violence Against Women Act (VAWA), Reasonable Accommodation, and the Agency's Language Assistance Plan for reference.

In 2013, KH adopted an annual review process for all policy documents as part of our best practices. This review process provides us the ability to respond to changes in, and unanticipated consequences of, our policies as well as any non-immediate regulatory changes that occur during the year.

PROPOSED REVISIONS

The redline changes in the attached draft TSOP are primarily minor clarifications for: income targeting requirements for multifamily properties, eligibility and the application of the Government Displacement/Natural Disasters preference, the use of security deposits during and after occupancy, continued eligibility requirements for remaining household members, and our transfer policies.

PUBLIC COMMENT PERIOD

The public comment period for the Tenant Selection and Occupancy Plan ran from August 1st to August 31st, 2016. No comments were received.

CONCLUSION

This year's revisions reflect a careful review of both staff feedback as well as programmatic and regulatory changes that occurred in the past year. As some of the changes are significant deviations from past KH practice we expect a period of adjustment for both staff and participants. We will carefully monitor these changes, as we do all policy, to adjust as any additional regulatory guidance, data analysis, or staff or resident feedback is received.

RECOMMENDATION

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

Resolution: That 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.

Keene Housing

Resolution No. 555

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

   Fiscal Year 2017 Moving to Work Annual Plan

2. Date of Board Meeting: September 21, 2016

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners approve and adopt the Keene Housing 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.

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: 9/15/2016

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: April Buzby, Planning and Policy Analyst
Subject: Fiscal Year 2017 Moving to Work Annual Plan
Date: September 14, 2016

This memorandum recommends that the Keene Housing Board of Commissioners resolve to adopt the Keene Housing Fiscal Year 2017 Moving to Work Annual Plan.

2017 will mark Keene Housing's 17th year participating in the MTW program. MTW's regulatory and financial flexibility has helped Keene Housing make great strides in increasing and improving the quality of affordable housing in the Monadnock region, and to support low-income working families' wealth building efforts.

While we use our MTW authority in ways that are uniquely ours, we do so making sure that each MTW activity we develop is designed to accomplish at least one of the three statutory objectives established for MTW when Congress created the program in 1996:

1. Reduce cost and achieve greater cost effectiveness in Federal expenditures;
2. Give incentives to families with children where the head of household is working, is seeking work, or is preparing for work by participating in job training, educational programs, or programs that assist people to obtain employment and become economically self-sufficient; and
3. Increase housing choices for low-income families.

In our continuing effort to meet the statutory objectives of the MTW program, Keene Housing plans for 2017 include:

- Increasing the percentage of HAP funding that may be used for Project Based Vouchers from 60% to 75%.
- Changing the $0 Hap threshold standard from 30% of gross rent to 30% of the lesser of the gross rent or the eligible voucher payment standard.

This year we are introducing one new activity, the Project Based Voucher (PBV) Mobility Wait List. The PBV Mobility Wait List increases the tenancy requirement for PBV households from one to two years before they are eligible for a tenant based voucher and establishes a ratio whereby every sixth tenant-based voucher issued goes to an eligible PBV household that has requested a tenant-based voucher by opting in to our Mobility wait list. This activity formalizes KH's existing wait list policies adopted by the Board on August 21, 2013 and is included as a new activity at HUD's request.

The new and changed activities, proposed change(s), corresponding statutory objective(s), and rationale are outlined in the following table.

Statutory Objective	2017 Proposed Change(s)	Rationale
PROJECT-BASED VOUCHER MOBILITY WAIT LIST (NEW)		
Housing Choice	New	Allows KH to increase the tenancy requirements for a PBV household to receive a tenant-based HCV and established a ratio issuance of tenant-based HCVs to PBV households who have requested one.
PROJECT BASED VOUCHER (PBV) PROGRAM		
Housing Choice	Increases the amount of HAP funds the agency can dedicate to PBVs from 60% to 75%	Provides additional funding for acquisition and development of additional, permanently affordable housing in the region.
$0 HAP RENT BURDEN TEST		
Self-Sufficiency	Change the threshold standard from 30% of gross rent to 30% of the lesser of the gross rent or eligible payment standard.	Ensures that all households receiving housing assistance are held to the same definition of economic self-sufficiency.

PUBLIC COMMENT

The public comment period for the 2017 MTW Plan ran from August 1st to August 31st, 2016. In addition, KH held three public hearings. No comments were received.

RECOMMENDATION

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

Resolution: That 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.

Keene Housing

INFORMATIONAL MEMORANDUM

To: Joshua Meehan, Executive Director
From: Karen Graveline, Resident Service Coordinator – Eld/Dis KG
Cc: Denise Pratt
Subject: Quarterly Resident Services Report
Date: September, 2016

Keene Housing places a high priority on addressing the needs of our elderly and disabled residents. Informational memos will inform the board of the status of the program and the outcomes of the services provided. I'll be submitting Resident Services Reports quarterly for board review.

In June, Activity Surveys were distributed door to door to all residents at Central Square Terrace, Harper Acres and Stone Arch Village Senior. Although return on the surveys was lower than expected it proved to be a good starting point for group planning. Respondents were most interested in social activities within their buildings. Residents also showed interest in informational and educational workshops. A small group of residents living at each property have been working together with me for group planning.

Each building is starting with a social/fun group using the highest interest indicated on the returned surveys. Beginning in September, Central Square Terrace (CST) residents have a monthly Game Night on a Wednesday night. Residents already play Bingo weekly at CST. Harper Acres residents are having a Craft Group once a month, also on a Wednesday. The craft group includes card making lead by a resident's sister who is volunteering her time and skills as well as adult coloring pages, a creative way to alleviate stress. Stone Arch Village Senior (SAVS) began a Monday night Bingo night.

Other groups I am working with to bring to our residents include card making and coloring at SAVS and CST and a healthy cooking workshop with Christine Parshall from UNH Cooperative Extension. CST residents recently attended a Health Directives workshop with attorneys from Ward Legal and learned about Wills, Power of Attorneys and end of life planning. I am also exploring the possibility of Matter of Balance, an evidenced-based falls prevention program for older adults. I am at a road block with this because KH insurance requires any outside group doing a physical activity require their own insurance certificate listing KH as an additional insured. The program is run through the Center of Aging at Dartmouth Hitchcock and I am waiting for them and the program leader to be back in touch with me and/or Amy Wright about insurance in hopes to proceed.

KH's Internal Services Referral System is an efficient process to communicate a resident's needs or potential needs to the Resident Service Coordinator. Referrals focus on housekeeping, budgeting education, aging in place supports, wellness, mediation and connections to benefits and community resources or services.

Through 9-1-2016, I have received 29 referrals. 17 referrals are from KH Staff. 10 are self-referrals. 2 are community referrals (ie. family or other agency). Most referrals are to address resident needs by connecting the resident to services in the community. Most referrals require an assessment with little follow up by me once the resident is linked to services. One resident, who self-referred to the program,

is working on a long term goal and I meet with him quarterly to review his progress as well as regular visits with him during office hours. Another resident has a six-month goal plan and we meet once a month. I have found some referrals are quick and easy to assess and connect to services, where others have been more time consuming and challenging. All residents who are referred are provided with resources or connected to the appropriate agency who can best help with the assessed need.

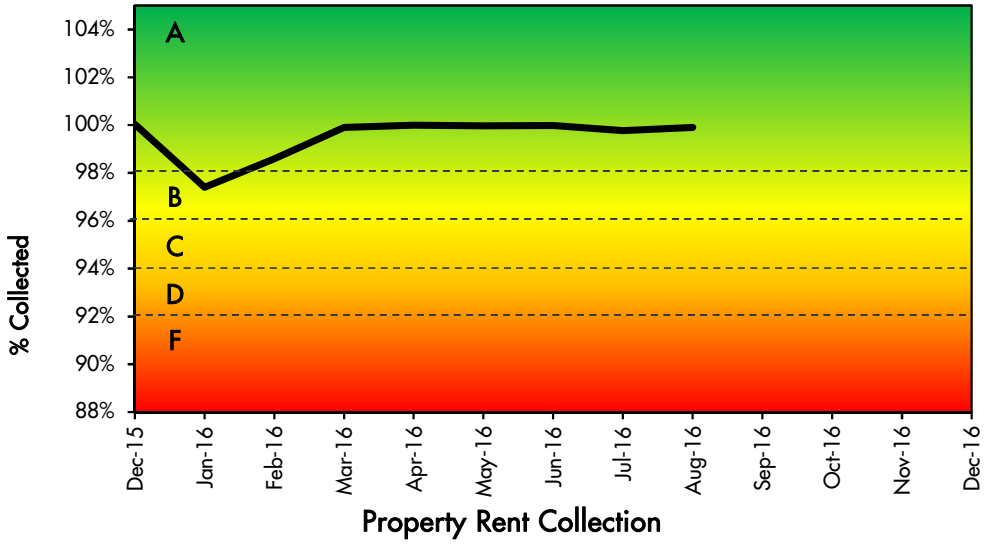
I feel the program is going well. Residents recognize me and visit me during my regular office hours at CST, HA and SAVS. I'm finding my outreach efforts at HA are paying off in an increase in resident engagement. Relationship building at SAVS was slow to start, however, I'm more of a known presence now so I'm expecting more frequent visits in the future. The residents at CST are the most engaged, which I attribute to it being the location of my home base. CST residents are open with each other and with me and regularly come to my office for help or to chat. Weekly meetings with property managers help to keep me informed of challenges or struggles residents are experiencing and provide opportunity for service referrals. I've established regular weekly or monthly activities at each property based on the feedback received in the resident survey conducted this summer. Goals include helping residents at each of the properties to build a strong sense of community so that they can plan and manage activities that interest them and hopefully contribute to an excellent quality of life. I've established relationships with the Keene Senior Center, Home Healthcare and Community Services, Monadnock Family Services and Monadnock Servicelink and will continue to establish professional relationships with local agencies and service providers to keep our database of community resources current.

Keene Housing

MANAGEMENT REPORT
AUGUST 2016

Residential Property Rent Collection Report
August 2016

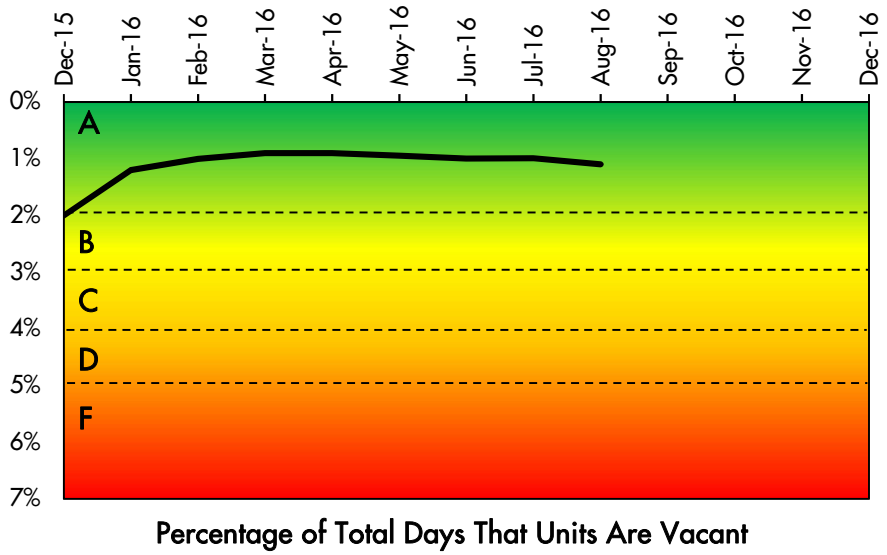
Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$10,139	$10,074	99.4%	A	$77,555	$77,533	100.0%	A
Bennett Block	$4,168	$4,246	101.9%	A	$32,370	$31,913	98.6%	A
Brookbend East	$14,780	$14,684	99.4%	A	$113,828	$114,463	100.6%	A
Brookbend West	$10,182	$10,324	101.4%	A	$75,197	$75,419	100.3%	A
Central Square Terrace	$26,578	$26,677	100.4%	A	$210,325	$210,258	100.0%	A
Cottage Street	$1,135	$915	80.6%	F	$7,528	$7,342	97.5%	B
Evergreen Knoll LP	$11,857	$11,854	100.0%	A	$97,572	$97,878	100.3%	A
Forest View	$17,292	$17,785	102.8%	A	$134,789	$134,828	100.0%	A
Harper Acres	$42,570	$42,985	101.0%	A	$325,896	$326,093	100.1%	A
Meadow Road Apartments	$5,948	$5,884	98.9%	A	$46,776	$46,582	99.6%	A
North and Gilsum	$17,862	$18,205	101.9%	A	$130,761	$129,622	99.1%	A
Riverbend Apartments	$9,131	$9,117	99.8%	A	$70,722	$70,706	100.0%	A
Scattered Sites	$8,637	$8,576	99.3%	A	$62,914	$62,593	99.5%	A
Stone Arch Village Family	$8,766	$8,898	101.5%	A	$64,983	$64,466	99.2%	A
Stone Arch Village Senior	$11,529	$11,529	100.0%	A	$91,605	$91,603	100.0%	A
Totals	**$200,574**	**$201,753**	**100.59%**	**A**	**$1,542,821**	**$1,541,300**	**99.90%**	**A**



Monthly Vacancy Report

August 2016

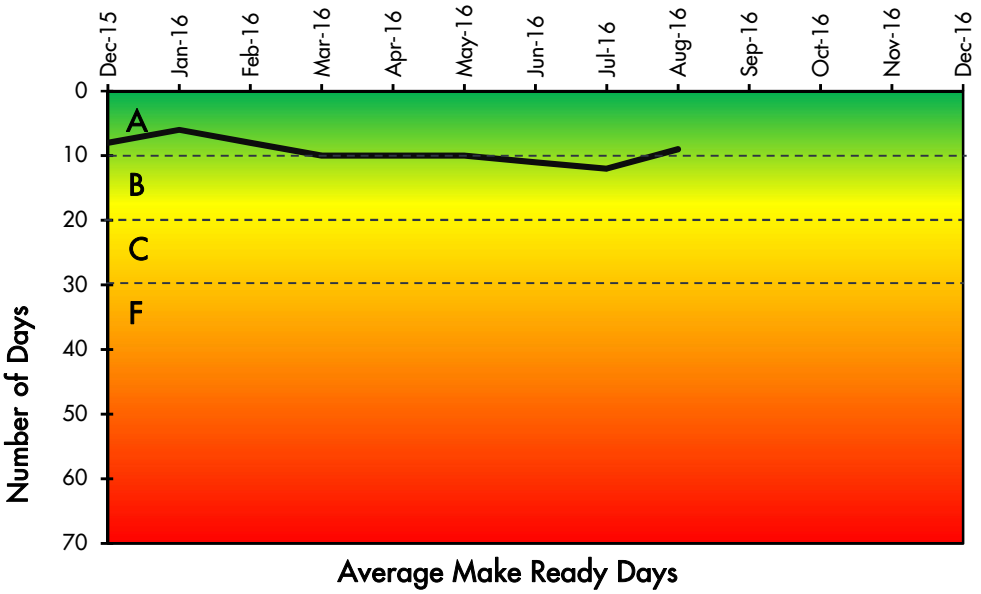
Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	744	0	0.0%	A	0.9%	A
Bennett Block	14	434	0	0.0%	A	0.7%	A
Brookbend East	40	1240	5	0.4%	A	0.7%	A
Brookbend West	35	1085	31	2.9%	B	1.7%	A
Central Square Terrace	90	2790	25	0.9%	A	1.1%	A
Cottage Street	3	93	0	0.0%	A	0.0%	A
Evergreen Knoll LP	32	992	28	2.8%	B	0.8%	A
Forest View	38	1178	57	4.8%	D	1.0%	A
Harper Acres	112	3472	18	0.5%	A	1.2%	A
Meadow Road	18	558	0	0.0%	A	0.0%	A
North and Gilsum	29	899	14	1.6%	A	1.7%	A
Riverbend Apartments	24	744	38	5.1%	F	2.7%	B
Scattered Sites	18	558	16	2.9%	B	1.1%	A
Stone Arch Village Family	24	744	0	0.0%	A	0.7%	A
Stone Arch Village Senior	33	1023	12	1.2%	A	0.1%	A
Report Totals:	**534**	**16,554**	**244**	**1.5%**	**A**	**1.1%**	**A**



Percentage of Total Days That Units Are Vacant

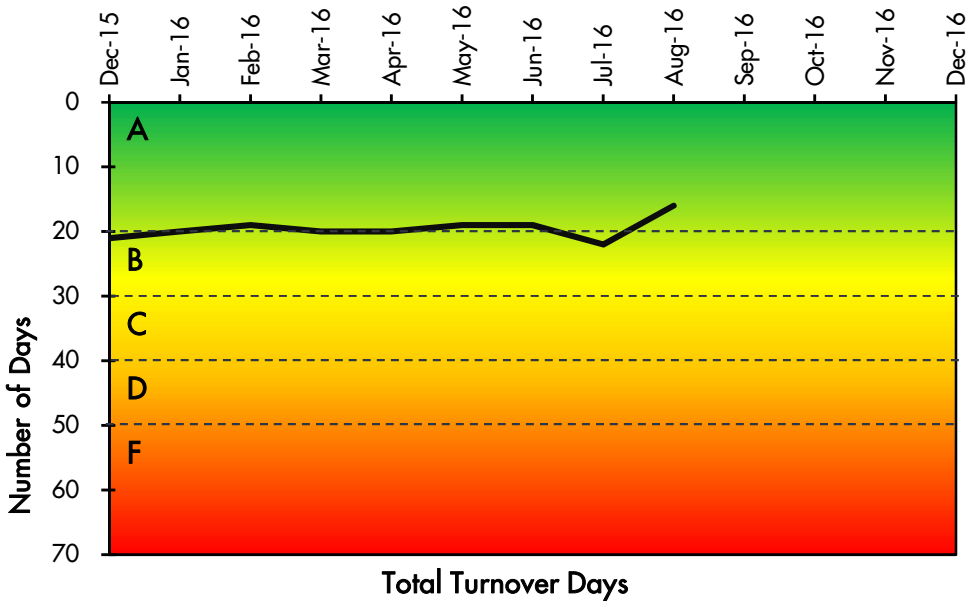
Unit Make Ready Days
August 2016

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	-	-	None	1	22	C
Bennett Block	-	-	None	1	25	C
Brookbend East	1	4	A	4	8	A
Brookbend West	1	19	B	6	9	A
Central Square Terrace	2	2	A	7	9	A
Cottage Street	-	-	None	-	-	None
Evergreen Knoll LP	2	7	A	4	8	A
Forest View	3	3	A	5	2	A
Harper Acres	1	8	A	13	10	A
Meadow Road	-	-	None	2	0	A
North and Gilsum	2	3	A	3	17	B
Riverbend Apartments	3	4	A	6	9	A
Scattered Sites	2	1	A	3	10	A
Stone Arch Village Family	-	-	None	1	12	B
Stone Arch Village Senior	1	11	B	1	11	B
Report Totals:	**18**	**5**	**A**	**57**	**9**	**A**



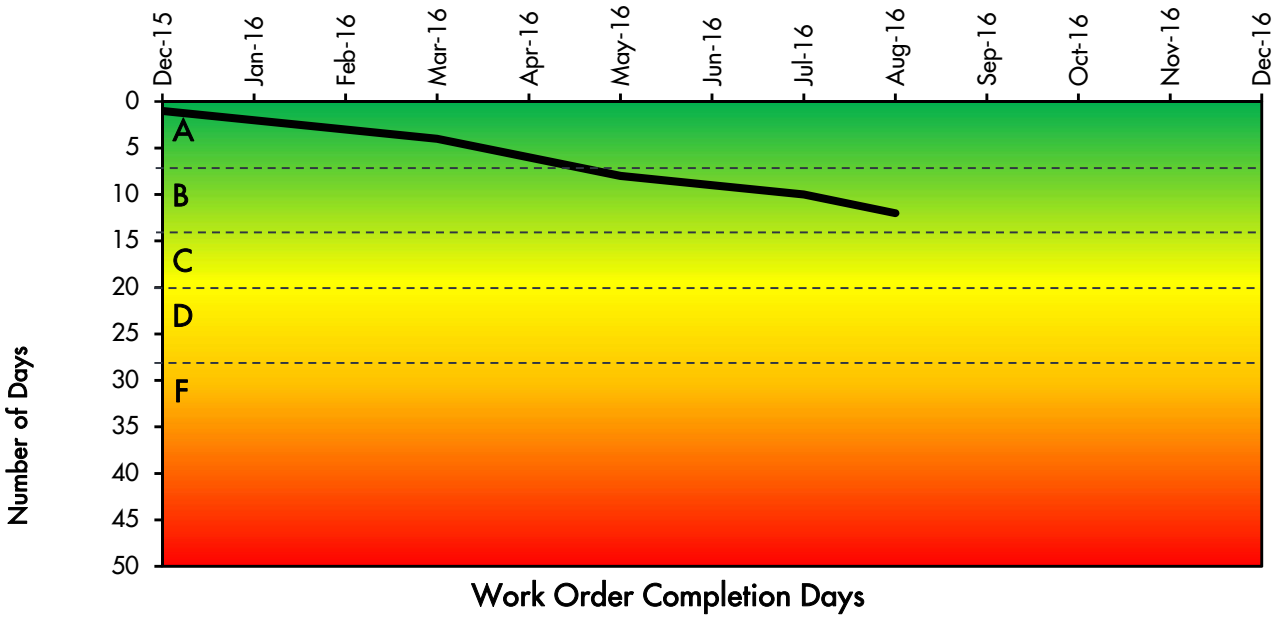
Unit Turnover
August 2016

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	-	None	1	60	F
Bennett Block	-	None	1	2	A
Brookbend East	4	A	4	12	A
Brookbend West	31	C	6	19	A
Central Square Terrace	7	A	7	16	A
Cottage Street	-	None	-	-	None
Evergreen Knoll LP	9	A	4	13	A
Forest View	6	A	5	11	A
Harper Acres	8	A	13	12	A
Meadow Road	-	None	2	0	A
North and Gilsum	4	A	3	35	C
Riverbend Apartments	4	A	6	18	A
Scattered Sites	5	A	3	14	A
Stone Arch Village Family	-	None	1	23	B
Stone Arch Village Senior	11	A	1	11	A
Report Totals:	7	A	57	16	A



Residential Property Non-Emergency Work Order Completion Days
August 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	0	0	None	26	15	C
Ash Brook Apartments	13	1	A	80	9	B
Bennett Block	7	0	A	73	19	C
Brookbend East	6	5	A	129	11	B
Brookbend West	17	3	A	136	10	B
Central Square Terrace	46	1	A	388	6	A
Cottage Street	5	0	A	48	13	B
Emerald Street House	10	2	A	31	11	B
Evergreen Knoll LP	1	1	A	56	7	A
Forest View	27	0	A	175	7	A
Harper Acres	46	1	A	476	14	B
Keene Housing Main Office	7	0	A	48	11	B
Meadow Road	8	2	A	59	16	C
North and Gilsum	21	1	A	172	11	B
Riverbend Apartments	9	2	A	82	4	A
Scattered Sites	14	1	A	93	19	C
Stone Arch Village Family	12	3	A	94	16	C
Stone Arch Village Senior	21	2	A	154	12	B
Report Totals:	**270**	**1**	**A**	**2,320**	**12**	**B**



Residential Property Emergency Work Order Completion Days
August 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
AUGUST 2016

The August Finance Report will be presented at the October Board Meeting.

Programs and Services FY 2016 HAP & Leasing Utilization Schedule

Moving to Work (MTW)

Month	HAP Budget Authority	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$381,956	$314,848	82%	591	$533	101%	587	$100	$67,108
February	$381,956	$316,143	83%	586	$539	100%	587	$300	$65,813
March	$381,956	$321,300	84%	589	$546	100%	587	$877	$60,656
April	$381,956	$319,930	84%	590	$542	101%	587	$0	$62,026
May	$381,956	$318,933	83%	586	$544	100%	587	$200	$63,023
June	$381,956	$317,276	83%	592	$536	101%	587	$200	$64,680
July	$381,956	$320,859	84%	591	$543	101%	587	$200	$61,097
August	$381,956	$321,120	84%	595	$540	101%	587	$200	$60,836
September									
October									
November									
December									
Total	$3,055,648	$2,550,409	83%	4720	$540	101%	4696	$2,077	$505,239

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	$381,956	$322,952	85%	535	$604	91%	587	$100	$59,004
February	$381,956	$323,719	85%	534	$606	91%	587	$300	$58,237
March	$381,956	$328,731	86%	535	$614	91%	587	$877	$53,225
April	$381,956	$327,781	86%	537	$610	91%	587	$0	$54,175
May	$381,956	$326,511	85%	534	$611	91%	587	$200	$55,445
June	$381,956	$310,316	81%	536	$579	91%	587	$200	$71,640
July	$381,956	$314,339	82%	536	$586	91%	587	$200	$67,617
August	$381,956	$314,125	82%	539	$583	92%	587	$200	$67,831
September									
October									
November									
December									
Total	$3,055,648	$2,568,474	84%	$4,286	$599	91%	$4,696	$2,077	$487,174

Affordable Housing Preservation Program

Month	HAP Budget Authority	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$13,524	$14,599	108%	18	$811	100%	18	$0	-$1,075
February	$13,524	$14,611	108%	18	$812	100%	18	$0	-$1,087
March	$13,525	$14,611	108%	18	$812	100%	18	$0	-$1,086
April	$13,525	$14,611	108%	18	$812	100%	18	$0	-$1,086
May	$13,525	$14,623	108%	18	$812	100%	18	$0	-$1,098
June	$13,525	$14,498	107%	18	$805	100%	18	$0	-$973
July	$13,525	$14,498	107%	18	$805	100%	18	$0	-$973
August	$13,525	$14,498	107%	18	$805	100%	18	$0	-$973
September									
October									
November									
December									
Total	$108,198	$116,549	108%	144	$809	100%	144	$0	($8,351)

Non-Elderly Disabled (NEDs)

Month	HAP Budget Authority	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$13,524	$55,909	104%	101	$554	101%	100	$0	($2,380)
February	$13,524	$56,137	105%	100	$561	100%	100	$0	($2,609)
March	$13,525	$56,016	105%	101	$555	101%	100	$0	($2,488)
April	$13,525	$54,670	102%	99	$552	99%	100	$150	($1,142)
May	$13,525	$55,631	104%	97	$574	97%	100	$48	($2,103)
June	$13,525	$55,196	103%	97	$569	97%	100	$0	($1,668)
July	$13,525	$55,267	103%	99	$558	99%	100	$0	($1,739)
August	$13,525	$55,408	104%	99	$560	99%	100	$0	($1,880)
September									
October									
November									
December									
Total	$108,198	$444,234	104%	793	$560	99%	800	$198	($16,009)

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	$28,696	$26,316	92%	48	$548	96%	50	$0	$2,380
June	$28,696	$27,881	97%	50	$558	100%	50	$0	$815
July	$27,226	$28,104	103%	50	$562	100%	50	$0	($878)
August	$27,226	$28,186	104%	50	$564	100%	50	$0	($960)
September									
October									
November									
December									
Total	$223,550	$217,119	97%	395	$550	99%	400	$0	$6,431

FY16 utilization targets are 98% in NEDs, AHPP, and Mainstream, 93% in MTW without THASP and Project MARCH, 103% with.*

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

*Target reduced from initial 105% goal due to loss of Fairweather Lodge and projected Project MARCH lease-rates.

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	**EXPIRED**	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	**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	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	1.27/1.37 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	RENEWED 9/1/15	**08/31/16**
		07/01/14 - 08/31/14	LEGAL	AGENCY WIDE	SHEEHAN PHINNEY BASS & GREEN	FEE FOR SERVICE	RENEWED 9/1/16	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	ISSUED RFP	< $50,000.00		
RFP	122-HS	7/29/16- 08/31/16	HEATING/AC/AH	AGENCY WIDE	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

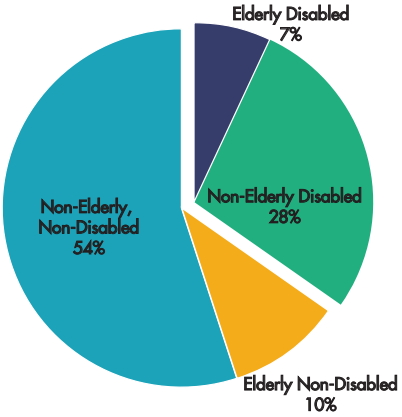
Who We Serve

59%

41%

Nearly 60% of all housholds are single person

An additional
244
households in shelter and transitional housing programs*



35%
Residents with a
Disability

Our Young Families

292
Households with Youth

113
Single Parent Families

Breakdown of Youth by Age

Under 5 Years	24%
5 -12 Years Old	53%
13-18 Years Old	23%

*Homeless households not included in other calculations.

SEPTEMBER 2016

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

Keene Housing

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