Keene Housing

Keene Housing
Board of Commissioners Meeting
September 20, 2017

Keene Housing Staff

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

Keene Housing

Board of Commissioners Meeting
Wednesday, September 20, 2017
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Keene Housing

BOARD OF COMMISSIONERS MEETING
WEDNESDAY, SEPTEMBER 20, 2017
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 23, 2017 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 FY 2018 Annual Moving to Work Plan (Resolution No. 589)

b. Community Connections Dashboard Report and Memo

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 23, 2017

Chairperson Robator called the Keene Housing Board of Commissioners meeting to order at 12:05 p.m. Secretary Meehan called the roll and declared a quorum present.

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

Absent:
- Jen Marsh, Commissioner

Also in attendance:
- Joshua Meehan, Secretary
- Linda Griffin, Director of Finance
- Amy Wright, Director of Administration
- Denise Comstock, Director of Housing
- Denise Pratt, Director of Programs and Services
- Residents of Harper Acres

MINUTES:

Chairperson Robator called for approval of the July 19, 2017 Board of Commissioners meeting minutes. Commissioner Mack 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 stated the Senate and the House passed their respective budgets. The Senate numbers are more favorable. If there is not a continuing resolution, funding for voucher program would be close to 100%.

Secretary Meehan stated there is a freeze on rebates for photovoltaic projects. The Harper Acres photovoltaic project was already in line for the rebate before the freeze and we are waiting to hear if we can move forward. Keene Housing spends approximately $660,000 annually on electricity and 1/3 of the cost is from Harper Acres.

The Agency is reviewing options for the redevelopment of Bennett Block. Currently, Bennett Block has 14 units and the Agency is now considering 400 square foot microunits. The problem is that there may not be enough units to make the property a viable tax credit project. Keene Housing is looking into a possible expansion of 105 Castle to add floors/stories to create housing on the upper levels. The Agency could then apply for a scattered site tax credit project.

Secretary Meehan stated the disposition of Castle Street from the City to Keene Housing is now official. The Harper Acres streetscape project is underway. The Riverbend construction project is nearing completion; the siding is the final piece which will be done soon. Secretary Meehan encouraged the Commissioners to visit the Roxbury Street side of Central Square Terrace to see the slate composite siding and the resident community gardens.

The resident community picnics and listening tours were a success this year. The property managers did a great job organizing each event and participation was strong amongst residents.

MANGEMENT REPORT:

Vice Chairperson asked about the vacancies at Brookbend. Ms. Comstock stated regulatory issues, evictions and routine moveouts played a role in the vacancies at Brookbend.

FINANCE REPORT:

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

OLD BUSINESS:

No topics were presented.

NEW BUSINESS:

Resolution No. 588 – Approval of Contract for Snow Removal Services

The Keene Housing Board of Commissioners authorizes the 2017 Snow Removal award to AGM Landscaping pursuant to the August 14, 2017 memorandum from Sandy Clark, Director of Facilities and Assets to Joshua Meehan, Executive Director. Commissioner Slack moved the motion to approve the resolution. Commissioner Mack seconded the motion, which upon being put to vote, was passed unanimously.

Informational Memo: HUD's Violence Against Women Reauthorization Act of 2013 (VAWA) Final Rule

No topics were presented.

Informational Memo: FY 2018 Annual Moving to Work (MTW) Plan Overview

Secretary Meehan stated the FY 2018 Annual MTW Plan does not include any new items; only minor changes to existing MTW initiatives. Ms. Pratt stated that the Agency is proposing to freeze a household's progression in Stepped Subsidy for as long as the head of household is enrolled in an educational program, maintaining a passing score as defined by the institution, and employed at least part time. This would help Resident Self Reliance (RSR) participants attain their educational goals without worrying about rent. Chairperson Robator asked if the Agency could promote some of the success stories of the RSR program participants. Ms. Pratt stated, if the Agency has permission, we highlight successes on Keene Housing social media accounts. Commissioner Slack stated she and Ms. Pratt belong to the Monadnock Region Homeless Coalition to eradicate homelessness in the region. The Coalition is hosting events at the Keene Community Kitchen to bring agencies and resources to the people who need the services. The first event was held in July and was a big success.

PUBLIC COMMENT:

A resident asked if the solar panels at Harper Acres would be located on every roof in the property. Secretary Meehan stated the panels will be located on roofs that face the correct solar direction, not

including 105 Castle Street. A resident who organizes the annual resident holiday party asked about funding and resident recognition. Ms. Comstock will share her question with Stefanie Worcester, Harper Acres Property Manager. Commissioner Moses asked the residents how they felt about the solar project and other property improvements. The residents said if it helps save money, it will be worth it. Money that Keene Housing does not spend on electricity can repurposed back into the property.

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 1:00 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

8/31/2017
Date

Keene Housing

Resolution No. 589

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

   Fiscal Year 2018 Moving to Work Annual Plan

2. Date of Board Meeting: September 20, 2017

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners approve and adopt the Keene Housing Fiscal Year 2018 Annual Moving to Work Plan; and further authorizes the Executive Director to make any technical corrections necessary pursuant to the memorandum dated September 11, 2017 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: 9/13/17

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
Cc: Denise Pratt, Director of Programs and Services
From: April Buzby, Planning and Policy Analyst
Subject: FY 2018 Annual MTW Plan Approval
Date: September 11, 2017

This memorandum recommends that the Keene Housing Board of Commissioners resolve to adopt the Keene Housing Fiscal Year 2018 Moving to Work Annual Plan.

BACKGROUND

As part of our Moving to Work (MTW) agreement with the Department of Housing and Urban Development (HUD) Keene Housing is required to create and adopt an annual plan that describes new and ongoing activities that utilize authority granted to KH under MTW. These plans outline how the agency utilizes the flexibilities provided by participation in the MTW program and outlines all new and proposed changes to existing activities in the coming year. The FY2018 Plan includes no new activities, a change to one existing activity as well as the suspension of one existing activity.

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

Statutory Objective	2018 Proposed Change(s)	Rationale
STEPPED SUBSIDY RENT		
Self-Sufficiency	KH proposes to "freeze" a Step 1 or Step 2 household's progression in the Stepped Subsidy program at their current level if the head of household, spouse, or co-head is: Employed at least part-time, and enrolled full-time in an accredited post-secondary program and maintaining a passing GPA, as defined by the institution.	Allows participants to remain in their educational program without experiencing additional rent burden due to a step change.
HOUSING QUALITY STANDARDS LANDLORD SELF-CERTIFICATION INSPECTION PROTOCOL		
Housing Choice	On Hold	Not utilized

PUBLIC COMMENT

The public comment period for the 2018 MTW Plan ran from August 1st to August 31st, 2017. In addition, KH held three public hearings.

During the public comment period, KH received one comment from staff. The commenters requested KH consider including a spouse or co-head pursuing an educational program under the Stepped Subsidy proposed change. KH adopted the suggestion after careful consideration as it is consistent with our goal that Resident Self Reliance participant households improve their earning potential by pursuing additional education.

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 2018 Annual Moving to Work Plan; and further authorizes the Executive Director to make any technical corrections necessary pursuant to the memorandum dated September 11, 2017 from April A. Buzby, Planning and Policy Analyst, to Joshua Meehan, Executive Director.

Community Connections Dashboard Report & Memo

Quarter 2 & 3 2017 Printed on 08.31.2017

Referrals

<u># referrals and source</u>

Q2 and Q3 = 21 total referrals
12 referrals were made by other KH staff. 9 referrals were self-referrals.

<u># referrals YTD</u>

37 total referrals

Central Square Terrace Groups

<u>Total # of Groups</u>	<u>Attendance</u>
Q2 & Q3: 102 groups	1082 residents (not individual)

Stone Arch Village Senior

<u>Total # of Groups</u>	<u>Attendance</u>
Q2 & Q3: 41 groups	218 residents (not individual)

Harper Acres

<u>Total # of Groups</u>	<u>Attendance</u>
Q2 & Q3: 22	109 residents (not individual)

Resident Activities Planning Meetings

<u>Property</u>
CST – 1 meeting held each month. Planning committee has 9 residents.
SAVS – 1 meeting held each month. Planning committee has 4 residents.
HA – 1 meeting held each month. Planning committee has 4 residents.

Referrals have been a mix of residents who live on KH properties as well as voucher holders on the private market. Referral reasons include help with housekeeping or in home care resources, assistance with DHHS applications or recertification, budget assistance, including looking at budget to address late or missed rent payments, and even a unique request such as helping to find resources for an electric wheelchair because insurance will not cover the cost of one.

Residents at Central Square Terrace have been the most interested and invested in groups and activities on property compared to Harper Acres and Stone Arch Village Senior. In addition to game night once a week, the property now hosts Bingo once a week and a coloring group twice a week. CST residents also enjoy craft projects and card making. The card making volunteer comes once a month. Each month at Activities Planning Meetings, the residents look at craft project ideas on the internet and pick ones they wish to make. CST Residents wanted to start a resident cooking group which lead to us helping find kitchen supplies. We have learned the kitchen is not very conducive to cooking or handicapped residents and are brainstorming ways to make it a more usable space. I have also strengthened a partnership with Christine Parshall from UNH Cooperative Extension Nutrition Connections Program. Christine has been coming to CST once a month to meet with residents and educate them on various nutrition topics. Over the summer, we had 13 CST residents and 2 Harper Acres residents participate in a six-week long diabetes workshop held at CST. The class was led by two Community Health Workers from NH Healthy Families. Residents stated they thought the group was fantastic and they learned better, healthy ways to manage their diabetes and ways to support each other.

Stone Arch Village Senior residents are currently hosting a Bingo group once a week, card making once a month and a craft group once a month. The craft group is led by a Stone Arch Senior resident who finds joy in teaching craft projects to her neighbors. The residents have also held community potlucks through the summer which have been well attended.

Harper Acres residents are currently hosting Bingo, movie night and craft night once a month. Recently the property started a weekly coloring group. Harper Acres has been the most difficult property to engage into group planning and group attendance. The Planning Committee has been brainstorming ideas to increase group attendance. I believe some of the low attendance is due to conflicts in personalities between residents, something we are also working on trying to smooth out.

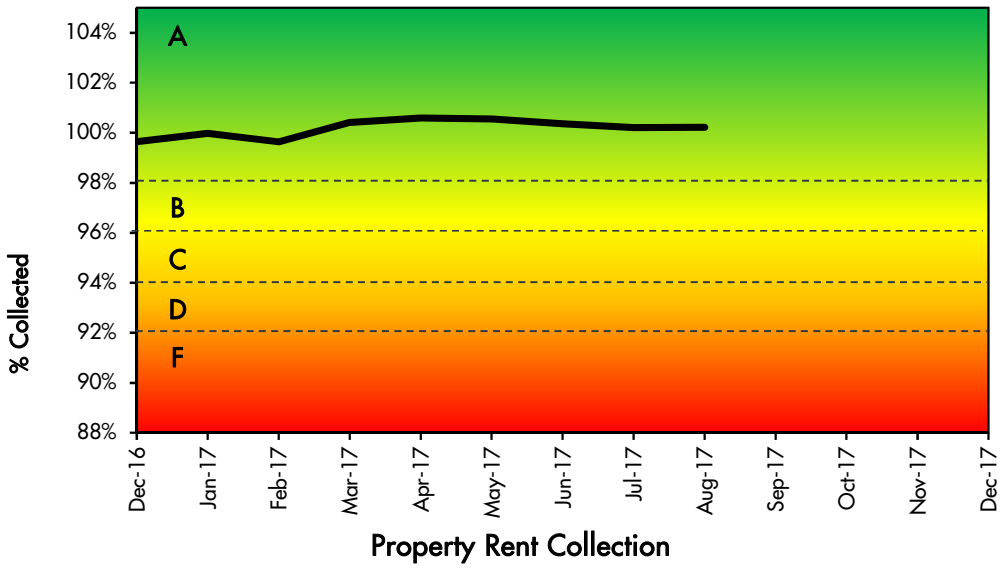
I continue to attend quarterly meetings and be an active member of the NH Association of Professional Service Coordinators and this year was invited to sit on the Planning Committee for the Annual New England Residents Service Coordinator Conference. I am also a member of the Greater Keene Homeless Coalition attending these meetings monthly. I take advantage, as schedule allows, to attend other meetings in Keene to further my knowledge on area resources which helps me strengthen my ability to assist our residents.

Keene Housing

MANAGEMENT REPORT
AUGUST 2017

Residential Property Rent Collection Report
August 2017

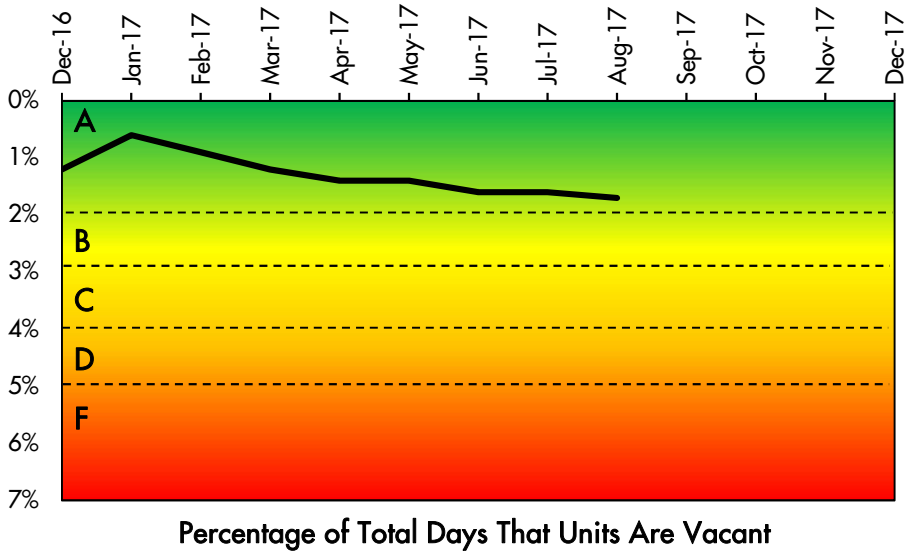
Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$10,020	$9,805	97.9%	B	$74,431	$74,244	99.7%	A
Bennett Block	$4,197	$4,197	100.0%	A	$33,549	$33,549	100.0%	A
Brookbend East	$12,415	$12,526	100.9%	A	$97,916	$99,205	101.3%	A
Brookbend West	$11,035	$11,072	100.3%	A	$70,089	$70,560	100.7%	A
Central Square Terrace	$27,412	$27,297	99.6%	A	$204,956	$205,202	100.1%	A
Cottage Street	$1,144	$1,044	91.3%	D	$9,652	$9,617	99.6%	A
Evergreen Knoll LP	$13,687	$13,477	98.5%	A	$107,212	$107,482	100.3%	A
Forest View	$18,513	$18,178	98.2%	A	$136,811	$137,274	100.3%	A
Harper Acres	$42,067	$41,901	99.6%	A	$331,592	$331,312	99.9%	A
Meadow Road Apartments	$5,895	$5,895	100.0%	A	$47,160	$47,205	100.1%	A
North and Gilsum	$16,272	$16,135	99.2%	A	$122,940	$123,000	100.0%	A
Riverbend Apartments	$11,285	$11,287	100.0%	A	$81,474	$82,045	100.7%	A
Scattered Sites	$9,149	$9,287	101.5%	A	$73,700	$74,086	100.5%	A
Stone Arch Village Family	$9,201	$9,201	100.0%	A	$68,121	$68,360	100.4%	A
Stone Arch Village Senior	$12,193	$12,193	100.0%	A	$91,490	$91,490	100.0%	A
Totals	**$204,485**	**$203,495**	**99.52%**	A	**$1,551,093**	**$1,554,631**	**100.23%**	A



Monthly Vacancy Report

August 2017

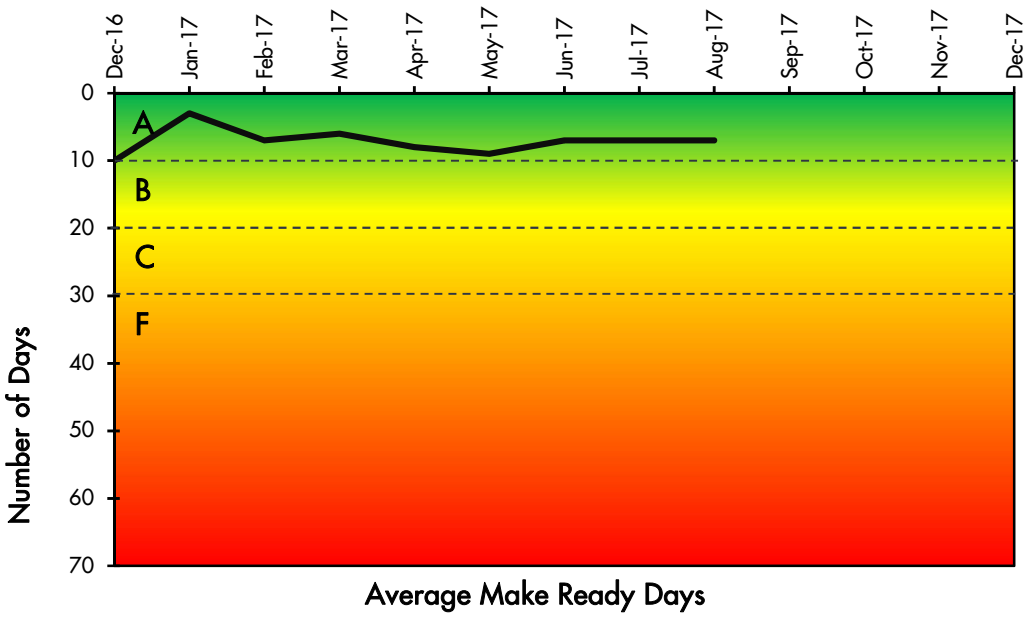
Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	744	0	0.0%	A	1.6%	A
Bennett Block	14	434	20	4.6%	D	1.5%	A
Brookbend East	40	1240	173	14.0%	F	6.0%	F
Brookbend West	35	1085	57	5.3%	F	5.4%	F
Central Square Terrace	90	2790	36	1.3%	A	1.3%	A
Cottage Street	3	93	0	0.0%	A	0.0%	A
Evergreen Knoll LP	32	992	32	3.2%	C	0.9%	A
Forest View	38	1178	31	2.6%	B	1.6%	A
Harper Acres	112	3472	31	0.9%	A	1.1%	A
Meadow Road	18	558	0	0.0%	A	0.0%	A
North and Gilsum	29	899	14	1.6%	A	1.6%	A
Riverbend Apartments	24	744	0	0.0%	A	0.6%	A
Scattered Sites	18	558	0	0.0%	A	0.5%	A
Stone Arch Village Family	24	744	0	0.0%	A	0.3%	A
Stone Arch Village Senior	33	1023	0	0.0%	A	0.6%	A
Report Totals:	**534**	**16,554**	**394**	**2.4%**	**B**	**1.7%**	**A**



Percentage of Total Days That Units Are Vacant

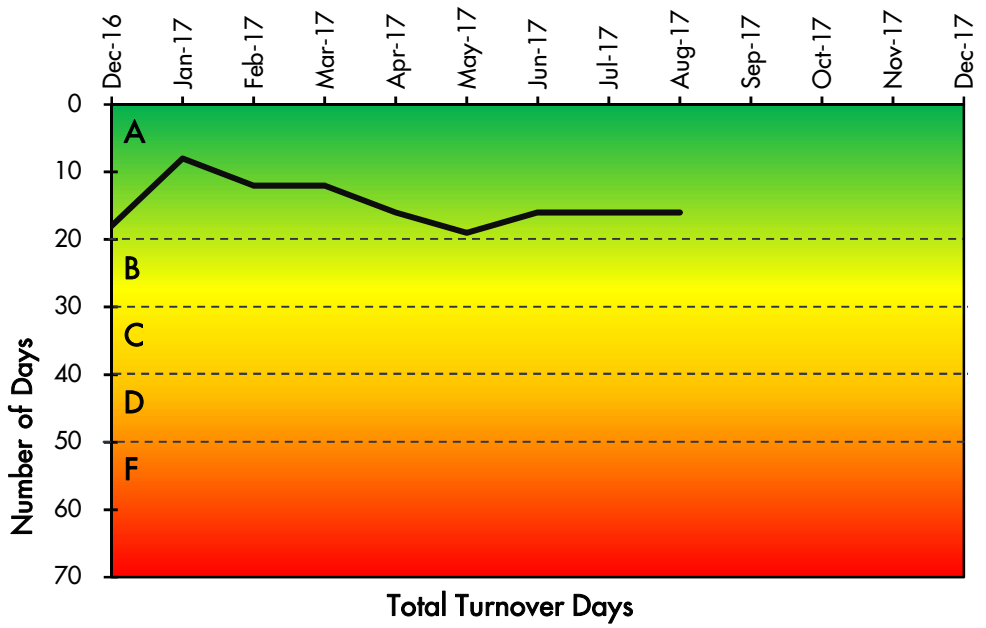
Unit Make Ready Days
August 2017

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	3	4	A
Bennett Block	1	16	B	1	16	B
Brookbend East	8	1	A	12	1	A
Brookbend West	4	2	A	12	1	A
Central Square Terrace	4	0	A	11	1	A
Cottage Street	-	-	None	-	-	None
Evergreen Knoll LP	2	2	A	3	4	A
Forest View	1	20	B	6	4	A
Harper Acres	1	0	A	6	3	A
Meadow Road	-	-	None	-	-	None
North and Gilsum	1	0	A	7	2	A
Riverbend Apartments	-	-	None	2	10	A
Scattered Sites	-	-	None	1	9	A
Stone Arch Village Family	-	-	None	1	4	A
Stone Arch Village Senior	-	-	None	3	2	A
Report Totals:	**12**	**3**	**A**	**68**	**2**	**A**



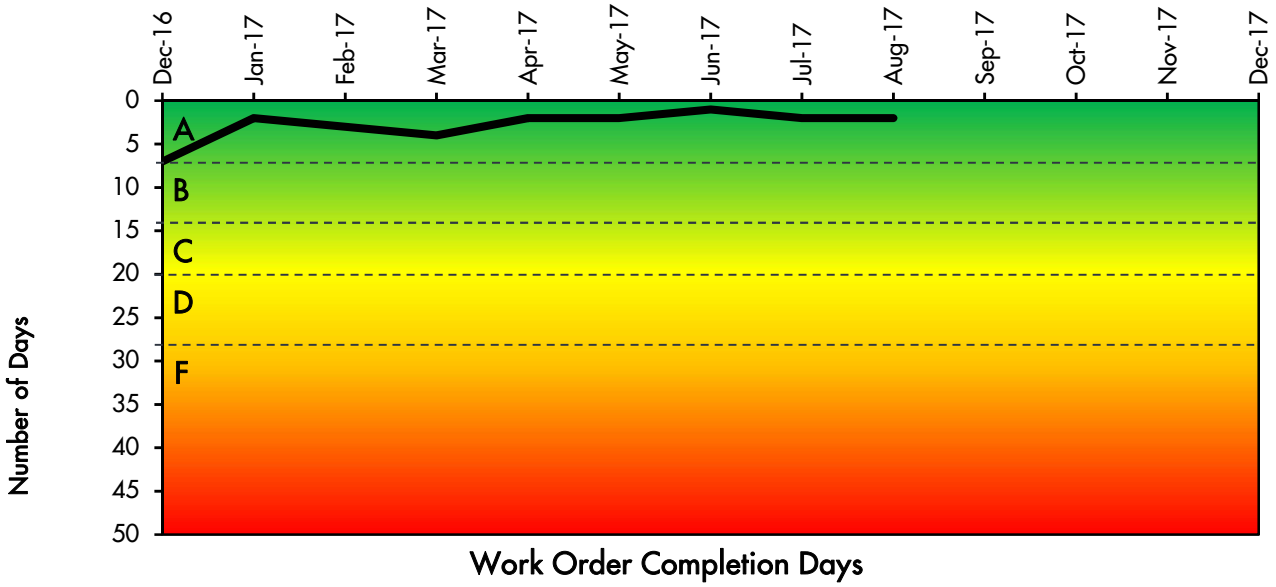
Unit Turnover
August 2017

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	3	24	B
Bennett Block	19	A	1	19	A
Brookbend East	22	B	12	49	D
Brookbend West	14	A	12	39	C
Central Square Terrace	9	A	11	9	A
Cottage Street	-	None	-	-	None
Evergreen Knoll LP	16	A	3	17	A
Forest View	31	C	6	23	B
Harper Acres	31	C	6	29	B
Meadow Road	-	None	-	-	None
North and Gilsum	14	A	7	12	A
Riverbend Apartments	-	None	2	21	B
Scattered Sites	-	None	1	20	A
Stone Arch Village Family	-	None	1	19	A
Stone Arch Village Senior	-	None	3	15	A
Report Totals:	**8**	**A**	**68**	**16**	**A**



Residential Property Non-Emergency Work Order Completion Days
August 2017

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	1	2	A	7	0	A
Ash Brook Apartments	4	0	A	49	4	A
Bennett Block	6	0	None	22	0	A
Brookbend East	18	1	A	72	3	A
Brookbend West	15	1	A	68	3	A
Central Square Terrace	49	0	A	197	3	A
Cottage Street	2	0	A	17	0	A
Emerald Street House	4	0	A	24	0	A
Evergreen Knoll LP	8	1	A	35	2	A
Forest View	21	2	A	84	2	A
Harper Acres	37	0	A	150	2	A
Keene Housing Main Office	4	1	A	27	6	A
Meadow Road	3	4	A	16	5	A
North and Gilsum	10	4	A	88	2	A
Riverbend Apartments	16	0	A	34	1	A
Scattered Sites	13	0	A	44	0	A
Stone Arch Village Family	32	2	A	20	5	A
Stone Arch Village Senior	27	1	A	77	0	A
Report Totals:	**270**	**1**	**A**	**1,031**	**2**	**A**



Residential Property Emergency Work Order Completion Days
August 2017

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	-	-	None
Brookbend East	-	-	None	-	-	None
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	1	0	P
Stone Arch Village Family	-	-	None	-	-	None
Stone Arch Village Senior	-	-	None	-	-	None
Report Totals:	**0**	**0**	**None**	**2**	**0**	**P**

Keene Housing

FINANCE REPORT
AUGUST 2017

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

Programs and Services FY 2017 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	$380,404	$324,849	85%	612	$531	104%	587	$225	$55,555
February	$359,296	$325,210	91%	617	$527	105%	587	$220	$34,086
March	$359,296	$332,620	93%	620	$536	106%	587	$220	$26,676
April	$359,296	$332,096	92%	622	$534	106%	587	$200	$27,200
May	$359,296	$329,315	92%	615	$535	105%	587	$200	$29,981
June	$359,296	$326,755	91%	614	$532	105%	587	$1,664	$32,541
July	$485,947	$322,275	66%	603	$534	103%	587	$348	$163,672
August	$380,405	$334,361	88%	604	$554	103%	587	$129	$46,044
September									
October									
November									
December									
Total	$3,043,236	$2,627,481	87%	4907	$535	104%	4696	$3,206	$415,755

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	$380,404	$317,747	84%	556	$571	95%	587	$225	$62,657
February	$359,296	$317,828	88%	561	$567	96%	587	$220	$41,468
March	$359,296	$323,023	90%	561	$576	96%	587	$220	$36,273
April	$359,296	$321,451	89%	558	$576	95%	587	$200	$37,845
May	$359,296	$321,555	89%	556	$578	95%	587	$200	$37,741
June	$359,296	$319,285	89%	550	$581	94%	587	$1,664	$40,011
July	$485,947	$314,456	65%	545	$577	93%	587	$348	$171,491
August	$380,405	$315,107	83%	546	$577	93%	587	$129	$65,298
September									
October									
November									
December									
Total	$3,043,236	$2,550,452	85%	4433	$575	94%	4696	$3,206	$492,784

Affordable Housing Preservation Program

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$13,895	$14,555	105%	18	$809	100%	18	$0	($660)
February	$13,895	$14,555	105%	18	$809	100%	18	$0	($660)
March	$14,703	$14,555	99%	18	$809	100%	18	$0	$148
April	$14,703	$14,555	99%	18	$809	100%	18	$0	$148
May	$14,703	$14,555	99%	18	$809	100%	18	$0	$148
June	$14,703	$14,555	99%	18	$809	100%	18	$0	$148
July	$14,846	$14,555	98%	18	$809	100%	18	$0	$291
August	$14,846	$14,555	98%	18	$809	100%	18	$0	$291
September									
October									
November									
December									
Total	$116,294	$116,440	100%	144	$809	100%	144	$0	($146)

Non-Elderly Disabled (NEDs)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$55,035	$53,722	98%	100	$537	100%	100	$80	$1,313
February	$55,035	$53,688	98%	100	$537	100%	100	$80	$1,347
March	$54,766	$52,370	96%	101	$519	101%	100	$224	$2,396
April	$54,766	$51,834	95%	98	$529	98%	100	$72	$2,932
May	$54,766	$51,928	95%	97	$535	97%	100	$69	$2,838
June	$54,766	$52,909	97%	98	$540	98%	100	$0	$1,857
July	$53,417	$52,132	98%	97	$537	97%	100	$0	$1,285
August	$53,417	$53,926	101%	99	$545	99%	100	$0	($509)
September									
October									
November									
December									
Total	$435,968	$422,509	97%	790	$535	99%	800	$525	$13,459

Mainstream

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$27,997	$29,646	106%	51	$581	102%	50	$0	($1,649)
February	$27,997	$29,248	104%	49	$597	98%	50	$0	($1,251)
March	$29,759	$27,362	92%	49	$558	98%	50	$0	$2,397
April	$29,759	$28,359	95%	49	$579	98%	50	$0	$1,400
May	$29,759	$27,244	92%	46	$592	92%	50	$0	$2,515
June	$23,527	$27,597	117%	48	$575	96%	50	$0	($4,070)
July	$29,327	$29,185	100%	50	$584	100%	50	$0	$142
August	$29,327	$29,839	102%	49	$609	98%	50	$0	($512)
September									
October									
November									
December									
Total	$227,452	$228,480	101%	391	$584	98%	400	$0	($1,028)

FY17 utilization targets are 98% in NEDs, AHPP, and Mainstream, 93% in MTW without THASP and Project MARCH, 101% with.

2016 Summary			
Program	UMA	UML	% UML
MTW	7044	7130	101%
NED	1200	1187	99%
MS	600	601	100%

Keene Housing
Solicitation Log

Type	Solicitation #	Solicitation Dates	Description of Services	Dept.	Firm/Vendor	Comments/Contract Value	Contract Status	EXPIRATION DATES
RFP	110-AE	03/21/14 - 04/21/14	ARCHITECT/ENGINEERING	AGENCY WIDE	WELLER & MICHAL	FEE FOR SERVICE	RENEWED 05/13/16	05/13/19
		03/21/14 - 04/21/14	ARCHITECT/ENGINEERING	AGENCY WIDE	STEVENS & ASSOCIATES	FEE FOR SERVICE	RENEWED 06/15/16	06/14/19
		03/21/14 - 04/21/14	ARCHITECT/ENGINEERING	AGENCY WIDE	DIETZ ASSOCIATES	FEE FOR SERVICE	RENEWED 09/27/16	10/16/19
RFP	114-EC	10/29/14 - 12/01/14	ENERGY CONSULTING	AGENCY WIDE	NOVA CONSULTING GROUP	< $50,000.00	RENEWED 02/01/17	01/31/18
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	RENEWED 03/21/17	11/30/17
RFP	118-TA	11/30/15 -12/30/15	TECHNICAL ASSISTANCE	AGENCY WIDE	EDGEMERE CONSULTING	< $50,000.00	RENEWED 02/01/17	01/31/18
RFP	119-GD	11/30/15 -12/30/15	GRAPHIC DESIGN	AGENCY WIDE	SILVER DIRECT	< $15,000.00	RENEWED 02/01/17	01/31/18
RFP	120-CA	2/25/16 - 04/15/16	CAPITAL NEEEDS ASSESSMENT	EK/CST/SAV	GDS ASSOCIATES	<$8,676.00	RENEWED 06/29/17	06/30/18
RFP	121-DC	7/05/16 - 08/12/16	DEVELOPMENT CONSULTING	AGENCY WIDE	TAG ASSOCIATES	< $50,000.00	EXECUTED 09/01/16	08/31/19
RFP	121-DC	7/05/16 - 08/12/16	DEVELOPMENT CONSULTING	AGENCY WIDE	NNEHIF	< $50,000.00	EXECUTED 10/01/16	09/30/19
RFP	122-HS	7/29/16 - 08/31/16	HEATING/AC/AH	AGENCY WIDE	GARY JACKSON HEATING	<$23,952.00	EXECUTED 09/09/16	09/14/17
RFP	123-SC	08/24/16 - 09/30/16	SOLAR CONSULTING	AGENCY WIDE	COMPETITIVE ENERGY SERVICES	$10,000.00 PHASE 1& 2	EXECUTED 11/15/16	11/14/17
RFP	124-ES	10/20/16 -11/15/16	ENVIRONMENTAL SERVICES	AGENCY WIDE	LE-ENVIRONMENTAL	< $50,000.00	EXECUTED 12/07/16	12/06/17
RFP	125-TR	03/17/17 - 04/14/17	TRASH REMOVAL	AGENCY WIDE	WASTE MANAGEMENT	FEE FOR SERVICE	EXECUTED 05/01/17	04/30/19
RFP	126-EL	03/17/17 - 04/13-17	ELECTRICAL	AGENCY WIDE	ELM CITY ELECTRIC	FEE FOR SERVICE	EXECUTED 05/15/17	05/14/19
RFP	127-PG	05/01/17 - 05/18/17	PROPANE GAS HEATING	AGENCY WIDE	L & G PROPANE	1.2009 PER GALLON	EXECUTED 06/01/17	06/30/19
RFP	128-SR	07/12/17 - 08/10/17	SNOW REMOVAL	AGENCY WIDE	AGM LANDSCAPING	< $61,025.00	EXECUTED 08/31/17	05/01/19
RFQ	129-LG	08/23/17 - 09/29/17	LEGAL-RE LANDLORD/TENANT	AGENCY WIDE			RFQ ISSUED	
RFQ	130-LG	08/23/17 - 09/29/17	LEGAL-RE LAW FEDERAL REGS	AGENCY WIDE			RFQ ISSUED	
RFQ	131-LG	08/23/17 - 09/29/17	LEGAL-LABOR & EMPLOYMENT	AGENCY WIDE			RFQ ISSUED	
RFP	132-PB	08/24/17 - 09/27/17	PRINTING & BINDING SERVICES	AGENCY WIDE			RFP ISSUED	

KEY:

IFB Invitation for Bid

QBS Qualifications Based Selection

RFB Request for Bid

RFP Request for Proposal/Procurement

RFQ Request for Quote/ Qualifications

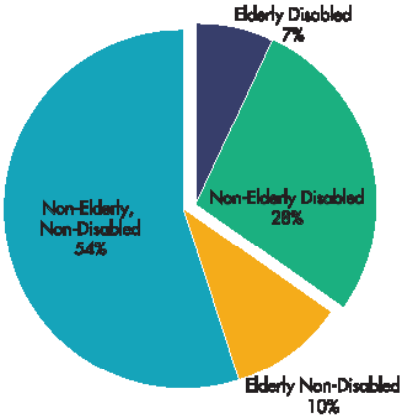
Who We Serve

59%

41%

Over 60% of all housholds are single person

An additional
137
households in shelter and transitional housing programs*



36%
Residents with a
Disability

Our Young Families

301
Households with Youth

192
Single Parent Families

Breakdown of Youth by Age

Under 5 Years	23%
5 -12 Years Old	48%
13-18 Years Old	29%

*Homeless households not included in other calculations.

SEPTEMBER 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 Office Closed Labor Day	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20 Board of Commissioners Meeting	21	22	23
24	25 Listening Tour Central Square Terrace	26 KHKC Fundraising Event Paint Night at Scores	27 NHHFA Management Review Evergreen Knoll	28	29	30

OCTOBER 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 Quarterly Staff Training	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18 Board of Commissioners Meeting	19	20	21
22	23	24	25	26	27	28
29	30	31				

Keene Housing