Keene Housing

Keene Housing
Board of Commissioners Meeting
March 22, 2017

Community Gardens
Mini Greenhouse Milk Jugs from Brookbend, Evergreen, Riverbend & Stone Arch Senior

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

Keene Housing

Board of Commissioners Meeting
Wednesday, March 22, 2017
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Keene Housing

BOARD OF COMMISSIONERS MEETING
WEDNESDAY, MARCH 22, 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 February 15, 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 Local Voucher Payment Standard 2017 Moving to Work Plan Amendment (Resolution No. 573)

b. Approval of the 2016 Moving to Work Annual Report (Resolution No. 574)

c. Approval of Updated Preference Policy for Tennant Selection and Occupancy Plan and Moving to Work Admin Plan (Resolution No. 575)

d. Approval of Code of Ethics for Community Development Block Grant Programs (Resolution No. 576)

e. Informational Memo: Quarterly Community Garden/Farm to Family Report

f. Informational Memo: 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, February 15, 2017

Chairperson Robator called the Keene Housing Board of Commissioners meeting to order at 12:00 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

Absent:
- Jennifer Marsh, Commissioner

Also in attendance:
- Joshua Meehan, Secretary
- Amy Wright, Director of Administration
- Linda Griffin, Director of Finance
- Denise Comstock, Incoming Director of Housing
- Stefanie Worcester, Property Manager

MINUTES:

Chairperson Robator called for approval of the January 18, 2017 Board of Commissioners meeting minutes. Commissioner Slack made a motion to approve the minutes. Commissioner Mack seconded the motion, which upon being put to vote, the minutes passed unanimously.

Chairperson Robator called for approval of the January 27, 2017 Board of Commissioners meeting minutes. Commissioner Slack made a motion to approve the minutes. Commissioner Moses seconded the motion, which upon being put to vote, the minutes passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Secretary Meehan announced the refinancing of loans with Mascoma Bank is complete. The loans are locked at a fixed rate of 3.9% for their lifetime. Keene Housing refinanced an additional $1 million to fund capital improvement projects including the window repair and asphalt work at Harper Acres. Secretary Meehan recognized, Linda Griffin, Director of Finance for her efforts in the completion of the refinancing project. Ms. Griffin stated Chairperson Robator was very helpful throughout the process.

Secretary Meehan stated the City of Keene is still working on the disposition of Castle Street to Keene Housing for the asphalt/road/sidewalk repair. This is on the agenda for the April 2017 City Council meeting.

Secretary Meehan stated no progress has been made in the approval of the federal 2017 Fiscal Year budget. A Continuing Resolution (CR) was issued through April 2017 to prevent a government shutdown and continue funding for federal programs and services.

Secretary Meehan and Commissioner Moses recently met with Governor Sununu's Policy Advisor to discuss Keene Housing, Moving to Work (MTW), Keene Housing Kids Collaborative and garner support for the state's Affordable Housing Trust Fund. Both Secretary Meehan and Commissioner Moses thought the meeting went well.

Secretary Meehan stated he is stepping down as Chairperson of Keene Housing Kids Collaborative's (KHKC) Board of Directors and is excited to announce Debbie Bowie accepted this position. In addition, Denise Pratt is stepping down as Vice Chairperson and Patrick Dolenc is stepping in. Secretary Meehan and Ms. Pratt will both remain on the Board of Directors. This is an exciting time because Ms. Bowie and Mr. Dolenc are not affiliated with Keene Housing and this makes a watershed moment in KHKC's development as an independent, community-supported and led, organization.

MANGEMENT REPORT:

No topics were presented.

FINANCE REPORT:

Ms. Griffin reviewed the consolidated financial operations and variances to budget for Keene Housing owned and managed properties. She stated the Agency is under budget in energy consumption and is already seeing positive results from the energy retrofit at Bennett Block and Riverbend. Secretary Meehan stated the Agency pays $600,000 annually for electricity and Harper Acres accounts for 30% of the expenses. The Agency should begin to see positive results from the Harper Acres energy retrofit.

OLD BUSINESS:

No topics were presented.

NEW BUSINESS:

Resolution No. 571 – Approval of Construction Work at Harper Acres 2017

The Keene Housing Board of Commissioners authorizes the 2017 Harper Acres window project be awarded to Ingram Construction and its funding not to exceed $650,000, pursuant to the memorandum dated January 26, 2017 from Sandy Clark, Director of Facilities and Assets to Joshua R. Meehan, Executive Director. Commissioner Slack moved the motion to approve the resolution. Commissioner Moses seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 572 – Approval of Revised Employee Handbook

The Keene Housing Board of Commissioners adopts the revised Employee Handbook pursuant to the January 30, 2017 memorandum from Amy Wright, Director of Administration to Joshua R. 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.

PUBLIC COMMENT:

No members of the public were in attendance.

NON-PUBLIC SESSION:

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

Commissioner Moses made a motion to adjourn the meeting. Commissioner Mack seconded the motion, which upon being put to vote, was passed unanimously. There being no further business, Chairperson Robator adjourned the Board meeting at 12:38 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

2/28/2017
Date

Keene Housing

Resolution No. 573

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

   Local Voucher Payment Standard 2017 MTW Plan Amendment

2. Date of Board Meeting: March 22, 2017

3. Proposed Board Resolution:

   Resolution: That the Keene Housing Board of Commissioners authorize the Executive Director to submit an amendment to the Fiscal Year 2017 Moving to Work Annual Plan requesting approval of a Local Payment Standard initiative, pursuant to the March 7, 2017 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: 3/7/17

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: 3/7/17

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: April Buzby, Planning and Policy Analyst
Subject: Local Voucher Payment Standard 2017 MTW Plan Amendment
Date: March 7, 2017

On December 21, 2017 the Board approved the Amended FY2016 MTW Annual Plan which proposed a new Local Payment Standard initiative. HUD has approved the FY2017 MTW Annual Plan in the interim. As such, HUD is requesting the initiative be re-submitted for the 2017 Plan year.

RECOMMENDATION

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

Resolution: That the Keene Housing Board of Commissioners authorize the Executive Director to submit an amendment to the Fiscal Year 2017 Moving to Work Annual Plan requesting approval of a Local Payment Standard initiative, pursuant to the March 7, 2017 memorandum from Planning and Policy Analyst April A. Buzby to Executive Director Joshua R. Meehan.

Keene Housing

Resolution No. 574

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

   Approval of the 2016 Moving to Work Annual Report

2. Date of Board Meeting: March 22, 2017

3. Proposed Board Resolution:

   Pursuant to the March 16, 2017 memorandum from Planning and Policy Analyst April A. Buzby to Executive Director Joshua R. Meehan, the Keene Housing Board of Commissioners

   - Approve adoption of the FY 2016 Moving to Work Annual Report;
   - Authorize any technical corrections and changes to the document; and
   - Authorize the submission of the final Report to HUD.

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: 3/16/17

Keene Housing

MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: April A. Buzby, Planning and Policy Analyst
Subject: Approval of the FY 2016 Moving to Work Annual Report
Date: March 16, 2017

This memorandum recommends that the Board of Commissioners approve the FY 2016 Moving to Work Annual Report.

The purpose of the Annual Report is to demonstrate that KH is meeting its obligations as specified in the Amended and Restated Moving to Work (MTW) Agreement with the US Department of Housing and Urban Development (HUD). KH accomplishes this by reporting the outcomes of each activity that KH has undertaken using the statutory waiver authority the Agreement grants us. HUD outlines the required components of the Report in Attachment B of our MTW Agreement which was updated by HUD in May 2013.

Based on HUD's required metrics, KH's existing activities overall performed relatively similar to previous year's, with most activities meeting or exceeding benchmarks. The Homeownership activity (page 21) continues to be underutilized although it is important to note that two (2) households did become homeowners without KH assistance in 2016. This year our Housing Quality Standard Activities – HQS Landlord Self-Certification Inspection Program (page 22), HQS Biennial Recertification (page 38), and HQS Alternative Inspection Protocol (page 39) – all did better than previous years saving significant time and financial resources.

Our activities for our non-elderly, non-disabled households – Stepped Subsidy (page 26) , Resident Self-Reliance (page 29), and $0 HAP Rent Burden Test (page 28) –continue to show excellent results with activities meeting or exceeding nearly every benchmark.

We also introduced two new initiatives in 2016, Project-Based Unit Agency Conducted Inspections (page 51) and Project MARCH (page 52). Project-Based Unit Agency Conducted Inspections exceeded all benchmarks. Project MARCH has not performed as well as expected with only two households participating by the end of the year. Our partner in this activity, Southwestern Community Services, has assured us that they will be leasing additional new households shortly, and we will reevaluate the program's efficacy if there is not a marked improvement in lease-ups in the coming months.

The HUD mandated standard metrics for evaluating MTW activities outlined in the 2013 Attachment B take a one size fits all approach to program tracking and evaluation. This rigid format provides little insight into the actual workings of a given activity or the interplay between activities. In previous years, we have tried to overcome this myopic take on program evaluation through our narrative and local metrics. Due to continued push-back by HUD of our attempts to make the MTW Annual Report more than a technical, data gathering tool, we discontinued editorializing the activities. As such, narratives and explanations outside the Introduction are generally a repeat of the 2015 MTW Report

with little change. We are instead using the Agency-wide Annual Report first introduced in 2015 to provide a broader picture of the agency and our work.

RECOMMENDATION

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

> **Resolution:** Pursuant to the March 16, 2017 memorandum from Planning and Policy Analyst April A. Buzby to Executive Director Joshua R. Meehan, the Keene Housing Board of Commissioners
>
> - Approve adoption of the FY 2016 Moving to Work Annual Report;
> - Authorize any technical corrections and changes to the document; and
> - Authorize the submission of the final Report to HUD.

Keene Housing

Resolution No. 575

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

   Updated Preference Policy for TSOP and MTW Admin Plan

2. Date of Board Meeting: March 22, 2017

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners approves revisions to the preferences policies of the Tenant Selection and Occupancy Plan and MTW Administrative Plan; and further authorizes the Executive Director to make any technical corrections necessary, pursuant to the March 16, 2017 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: 3/17/17

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: April Buzby, Planning and Policy Analyst
Subject: Updated Preference Policy for TSOP and MTW Admin Plan
Date: March 16, 2017

After the fire at Beaver Brook apartments in December, Keene Housing saw an influx in government displacement and disaster preference requests as residents displaced by the fire looked for emergency housing. During this period staff noted that neither the Tenant Selection and Occupancy Policies nor the Moving to Work Administration Plan provided guidance on how to best choose between offering a KH owned or managed unit or offering a housing choice voucher when an applicant is eligible for both.

After careful consideration, Directors crafted a new policy which reads…

> Once a preference is verified, it will be applied to either the KH property wait lists for which the household otherwise is qualified for, or to the Voucher Programs wait lists, depending on which avenue will be most appropriate and expedient.

The addition of this language gives staff guidance and the flexibility needed to help house displaced families as quickly as possible.

PUBLIC COMMENT PERIOD

A joint public comment period for the Tenant Selection and Occupancy Plan and MTW Administrative Plan ran from January 23rd to February 22nd, 2017. We received no comments.

RECOMMENDATION

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

Resolution: That the Keene Housing Board of Commissioners approves revisions to the preferences policies of the Tenant Selection and Occupancy Plan and MTW Administrative Plan; and further authorizes the Executive Director to make any technical corrections necessary, pursuant to the March 16, 2017 memorandum from Planning and Policy Analyst April A. Buzby to Executive Director Joshua R. Meehan.

Keene Housing

Resolution No. 576

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item: Approval of Code of Ethics for Community Development Block Grant Programs

2. Date of Board Meeting: March 22, 2017

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners adopts a Code of Ethics for CDBG Programs pursuant to the March 7, 2017 Memorandum from Joshua R. Meehan, Executive Director to the Keene Housing Board of Commissioners.

4. All Backup Attached? Yes X No ☐

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

5. Department Head Approval Signature N/A Date: _____

6. Statement of availability of funds by Director of Finance

   Funds Budgeted and Available Yes ☐ No ☐ Source _____

   Account # _____

   Director of Finance Approval Signature _____ Date: _____

7. Executive Director Approval Signature _____ Date: 3/7/2017

Keene Housing

MEMORANDUM

To: Board of Commissioners
From: Joshua R. Meehan, Executive Director
Subject: Approval of Code of Ethics for CDBG programs
Date: March 7, 2017

This memorandum recommends that the Board of Commissioners adopt New Hampshire Community Development Finance Authority's "Code of Ethics for Community Development Block Grant Programs."

Southwestern Regional Planning Commission's Community Development Block Grant (CDBG) administrator has informed us that the Community Development Finance Authority (CDFA), who oversees the state's CDBG program, is requiring Community Development Block Grant recipients to adopt CDFA's "Code of Ethics for Community Development Block Grant Programs" (attached).

While CDFA's document addresses issues, like procurement, that are not ordinarily found in codes of ethics and KH's Board of Commissioners already executes ethics and conflict of interest declarations annually, I am recommending that the Board adopt CDFA's Code of Ethics. To be clear, this Code of Ethics only covers KH activities associated with the CDBG program. Further, if there is any conflict between CDFA's Code of Ethics and any other Keene Housing Board approved policies or codes, the latter prevail.

RECOMMENDATION

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

Resolution: That the Keene Housing Board of Commissioners adopts a Code of Ethics for CDBG Programs pursuant to the March 7, 2017 Memorandum from Joshua R. Meehan, Executive Director to the Keene Housing Board of Commissioners.

Keene Housing

CODE OF ETHICS for CDBG Programs

Introduction: Consistent with provisions of State law and Federal management standards, Keene Housing has adopted the following code of ethical conduct for public officials, employees and/or affected contractors. The policies and principals described below are intended to cover all aspects of the CDBG program, whether specifically cited or otherwise.

Provisions:

1. Goods and services shall be procured in a manner which maximizes free and open competition

2. Officers and employees shall not participate in any decision concerning matters in which they have a financial interest.

3. Conflicts of interest, or the appearance of such shall be avoided in order to assure public confidence in the operations of government.

4. Every effort will be made to actively recruit women/minority- owned businesses and to provide opportunities for local residents and businesses, consistent with Section 3 of the Housing and Urban Development Act of 1968.

5. All procurement actions shall be conducted in public and all record thereto will be open to public review.

Effective Until Rescinded.

Adopted by: Keene Housing Board of Commissioners

Date: _____

Signed: _____
Lee Robator, Chairperson

Keene Housing

INFORMATIONAL MEMORANDUM

To: Joshua Meehan, Executive Director
From: Jori Johnson, Community Garden Coordinator JJ
Cc: Denise Pratt, Director of Programs and Services
Subject: Quarterly Community Garden/Farm to Family Report
Date: February, 2017

Keene Housing has several programs in place which we hope will contribute to the quality of life that our residents experience. In particular, we hope that through these programs our residents will feel a sense of community, have some educational opportunities, and have greater access to healthy, local, affordable foods. Informational memos will inform the board of the status of the Community Garden Program, The Farm to Family Program, and the workshop topics within these programs.

It's been an extremely busy few months since I came on board the end of May, 2016. I remember thinking to myself during that first growing season, "What am I going to do in the winter?" With absolute certainty, I can tell you I have been busier the first quarter of 2017 then I was when I was running around planting, watering, and harvesting last summer!

Farm to Family Buying Club

Keene Housing has received great press on this innovative program started in 2015. There have been 3 news articles in various local periodicals and newspapers in 2016 about the program. The Monadnock Shopper News published an article October 19, 2016 entitled, "Keene Housing Brings Together Farms and Families". The article explained how the program works and how it has impacted Keene Housing residents. One resident was quoted as saying, "Thank you for doing this because I wasn't able to buy vegetables before." Another resident shared that she now eats sweet peppers and carrots while watching TV instead of buttered popcorn. Healthy Monadnock put out a press release in January 2017 also explaining how the program works and what our goal is – Keene Housing "Program Aims to Increase Access to Healthy Food." It started out as a seasonal pilot program that then became year round with the reopening of it in May 2016. We are proud to say that membership, which is free, has increased 190% from 2015 to 2016. These are over 100 people registered as customers. The buying club brings local food, often organic, directly to our residents at affordable prices. If our residents choose to pay with their EBT benefits, they receive The Granite State Market Match, which allows them to essentially purchase fruits and vegetables at half the already lower prices.

The residents can order either online or during face to face outreach sessions which happen every week at Central Square, Harper Acres, and Stone Arch Senior. The produce is then delivered by refrigerated truck from Monadnock Menus, which is an organization that picks up directly from our local farms. We currently are offering dairy products such as yogurt, cheese, and pudding, different types of pork, eggs, herbs, vegetables such as kale, potatoes, carrots and other storage items, and organic frozen vegetables. When the growing season is in full swing, the offerings usually take up 8 pages! The items get sorted by customer and then delivered to each of the three locations to be picked up by the customers. Anyone from any Keene Housing property can order and receive the benefits of the Farm to Family Program. What we found this year was that when we took away the barrier of transportation, the program took off exponentially in the locations we delivered to.

In 2017 we are partnering with New Dawn Farm in Chesterfield as one of our primary Farm to Family vendors. They will be growing items we couldn't purchase last year because of the requirement of many of the farms to purchase in large quantities. I took a gamble right before Thanksgiving and ordered in sweet potatoes in the smallest quantity I could – 43 pounds worth! Fortunately, I sold them all! If anything is left over, we try and sell it as surplus to the residents or to Keene Housing employees. If there is still something left, it goes to the community kitchen.

New Dawn Farm will also be holding a more traditional farmers market at some of our locations this year as part of the buying club program. We are working out the details.

Community Gardens

Starting in January, community garden planning meetings began in earnest at Brookbend/Meadow, Forest View, North and Gilsum, Stone Arch Village, Riverbend, and Evergreen. These meetings are held for half an hour beginning at 5:30 on property every month. The initial meetings were informational and gauged the amount of interest in each of the communities. The Evergreen Knoll property is our second largest group with 8 families participating so far. We talked about a mission statement, setting up garden guidelines, exchanged contact information, decided what kind of garden each community wanted and brainstormed about what they wanted to grow.

The Stone Arch Senior group is hoping to grow more than they can eat and then sell the surplus to the other residents. With the money they earn, they are hoping to purchase a computer and printer for the community room. The group at Brookbend/Meadow wants to build a children's garden in addition to their own plots so that anyone's children, even if they are not participating in the community garden can join in and learn about growing.

At Harper Acres we have a very dedicated volunteer, Carol Ju, who gardens with the residents in "The Garden of Eatin". They have a very large number of gardeners here and we are adding another bed in the spring to the existing 15 or so.

Central Square Terrace has a large number of interested gardeners and a small ornamental garden which holds some shrubs and perennials. Our residents there plant a lot of pots to decorate their outside entries and they also plant the wells around the city trees on the sidewalks. They are hoping for us to find space on another property so they can grow blueberries and other small edible shrubs. We are holding a garden planning meeting in March to address any past issues and plan for 2017.

This month the residents who are interested in the community gardens are starting herbs and cooler season crops in milk jugs. The jugs go right outside into the gardens and act as mini greenhouses. The seeds will freeze and thaw with the weather and very strong little seedlings will emerge as the weather starts to warm. We are also looking at the various spaces within each community where the garden could possibly be located. Location for the gardens is largely dependent on the proximity to a water source. We will discuss the option of any special activities such as garden parties, potlucks, or workshops.

Workshops

Food security and gardening go hand and hand and to that end, Karen Graveline, our RSC for the elderly, Christine Parshall, food specialist at UNH Extension, and several KSC dietetic interns and I got together and held workshops on Stretching Your Food Dollars. We had stations for food tastings, recipes, phone apps for coupons, Farm to Family Buying Club and community garden information, how to use leftovers, and a comparison shopping exhibit. In February, we held a workshop on Making Homemade Pet Treats for Your

Furry or Feathered Friends. In March we will be starting herb plant dish gardens and in April the workshop will be, "Meet Your Farmer". We have invited two of the farmers from Monadnock Menus and we will be tasting a plethora of goodies available from the Farm to Family Buying Club.

Last spring, we held "Farm Bites" nights. We invited the residents to join us for tastings of the items they could order through The Farm to Family Buying Club. We had corn chowder made from Harlow's organic corn, pork sausage from Archway Farm here in Keene, organic cheese from Stonewall Farm, healthy dips made with Stonewall's organic yogurt and some fresh, local veggies.

Lastly, we held workshops before the holidays that gave the residents an opportunity to make homemade gifts. We made little edible birdhouses and mason jars full of hot chocolate. It took a full 2 hours to complete both projects and a lot of fun was had. The residents made gift tags for their gifts, "wrapped" them with bows and were very appreciative.

Keene Housing

INFORMATIONAL MEMORANDUM

To: Joshua Meehan, Executive Director
Cc: Denise Pratt, Director of Programs and Services
From: Karen Graveline, Resident Service Coordinator – Eld/Dis
Subject: Resident Services Report
Date: March 1, 2017

Since September 1, 2016, I have received 26 referrals. 24 referrals are from KH staff, one self-referral and one referral from a family member. Six referrals are residents or voucher holders who were previously seen and referred again for another need. Four referrals were to provide support through the lease up process for a voucher. One leased up with a voucher, two declined the voucher and chose to stay in place and one declined assistance. Most referrals require two or more visits for assessment, referrals to area resources and follow up. Over the last year, relationships with residents at Central Square Terrace, Harper Acres and Stone Arch Senior, have grown. Residents appear to realize they can stop in and ask for help or advice.

Group activities are happening on a regular basis at Central Square Terrace, Harper Acres and Stone Arch Senior. Each property has a small Group Activities Planning Committee and I meet with each of them monthly to facilitate discussions and ideas for activities on properties and support the group as they host the activities. Central Square Terrace continues to be the most active and social community. They host a game night every Wednesday in the Community Room. It has been so popular they have begun to split into two groups and play two different games each week. Residents have also begun to contact each other and play games on other nights of the week. Puzzles have also brought residents together at CST. Before the holidays, a resident began to do a puzzle in the Community Room and other residents began to help. It is common now to hear laughter and see regular socialization with residents who are working on puzzles together.

Harper Acres hosts Bingo once a month which is becoming a very popular activity among the residents. Stone Arch Senior residents continue to have Bingo once a week and has seen an increase in the number of residents attending. Central Square Terrace played Bingo in the past and a small group of residents are working to "re-vamp" and begin playing again on a weekly basis.

Most popular are activities involving crafts. A volunteer and family member of a resident at Harper Acres hosts a card crafting group once a month. Another volunteer hosts a card crafting group once a month at Central Square Terrace and Stone Arch Senior. A resident at Central Square Terrace has hosted two different craft focused groups for her neighbors.

I have collaborated with Catherine Braught, Director of Customized Care and Castle Center at Home Healthcare Hospice and Community Services, to host a Dementia Basics workshop. The workshop at Central Square Terrace was well attended by residents. The workshop at Harper Acres was cancelled due to a lack of interest and RSVPs. The workshop is scheduled at Stone Arch Senior the end of March.

Some of our most popular activities at all three properties are the ones in collaboration with Jori/Community Gardens program. In January, we hosted a "Stretching Your Food Dollars" workshop with help from Christine Parshall from UNH Cooperative Extension and two interns from

Keene State College Dietetic Intern Program. Residents learned different ways to coupon, benefits of KH Farm to Family program using SNAP benefits, taste and compare food samples of generic verses name brands, taste healthy meals made from leftovers and learned how to regrow some food scraps. In February, we collaborated and using the interest in crafting made healthy pet treats and homemade pet toys. This month we will host DIY herb gardens activity for the residents.

I continue to be involved in and attend meetings of the New Hampshire Association of Professional Service Coordinators and most recently have joined the Greater Keene Homeless Coalition. I also continue to attend various community networking meetings which has proved helpful in learning about resources that benefit our elderly/disabled residents.

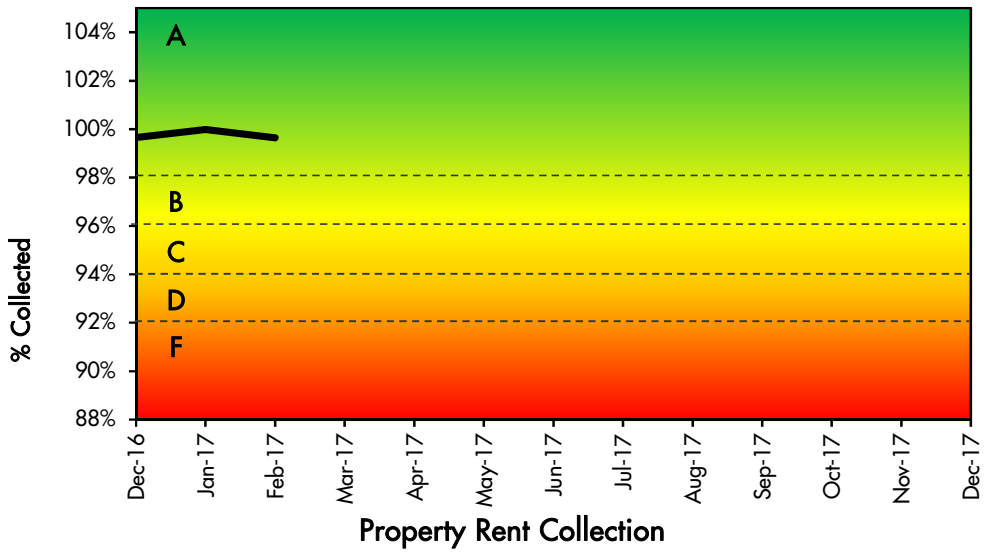
I have also been trained and am backup staff for the KH Farm to Family program.

Keene Housing

MANAGEMENT REPORT
FEBRUARY 2017

Residential Property Rent Collection Report
February 2017

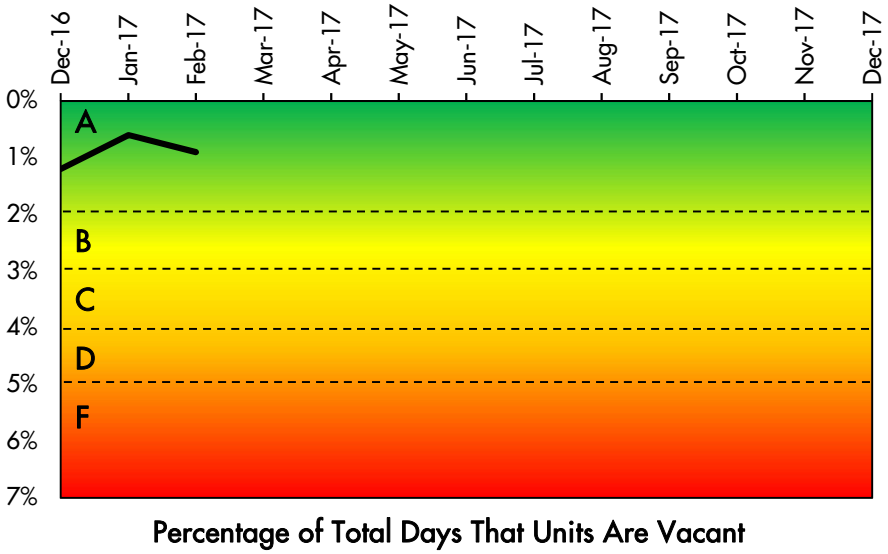
Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$10,239	$10,239	100.0%	A	$20,585	$20,585	100.0%	A
Bennett Block	$4,403	$4,490	102.0%	A	$8,801	$8,975	102.0%	A
Brookbend East	$15,002	$14,382	95.9%	C	$31,436	$29,129	92.7%	D
Brookbend West	$9,615	$9,428	98.1%	A	$19,018	$18,736	98.5%	A
Central Square Terrace	$27,084	$27,425	101.3%	A	$53,559	$53,898	100.6%	A
Cottage Street	$1,146	$1,146	100.0%	A	$2,292	$2,337	102.0%	A
Evergreen Knoll LP	$14,215	$13,873	97.6%	B	$28,610	$28,719	100.4%	A
Forest View	$18,558	$18,370	99.0%	A	$36,674	$37,043	101.0%	A
Harper Acres	$42,032	$41,829	99.5%	A	$83,905	$83,956	100.1%	A
Meadow Road Apartments	$5,895	$5,895	100.0%	A	$11,790	$11,790	100.0%	A
North and Gilsum	$17,926	$16,750	93.4%	D	$34,871	$34,012	97.5%	B
Riverbend Apartments	$10,253	$10,400	101.4%	A	$20,047	$20,683	103.2%	A
Scattered Sites	$9,067	$9,074	100.1%	A	$18,796	$18,796	100.0%	A
Stone Arch Village Family	$8,287	$8,393	101.3%	A	$16,574	$16,819	101.5%	A
Stone Arch Village Senior	$12,469	$12,469	100.0%	A	$24,934	$24,934	100.0%	A
Totals	**$206,191**	**$204,163**	**99.02%**	**A**	**$411,892**	**$410,412**	**99.64%**	**A**



Monthly Vacancy Report

February 2017

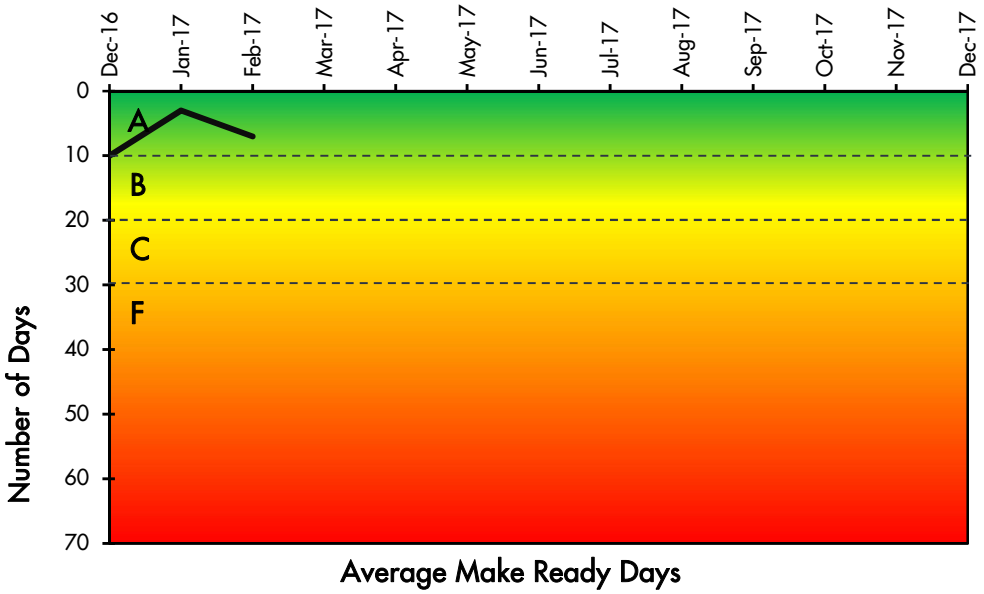
Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	672	21	3.1%	C	1.5%	A
Bennett Block	14	392	0	0.0%	A	0.0%	A
Brookbend East	40	1120	8	0.7%	A	0.5%	A
Brookbend West	35	980	65	6.6%	F	3.9%	C
Central Square Terrace	90	2520	2	0.1%	A	0.3%	A
Cottage Street	3	84	0	0.0%	A	0.0%	A
Evergreen Knoll LP	32	896	28	3.1%	C	1.5%	A
Forest View	38	1064	1	0.1%	A	1.2%	A
Harper Acres	112	3136	54	1.7%	A	1.1%	A
Meadow Road	18	504	0	0.0%	A	0.0%	A
North and Gilsum	29	812	16	2.0%	A	1.1%	A
Riverbend Apartments	24	672	5	0.7%	A	0.4%	A
Scattered Sites	18	504	0	0.0%	A	1.9%	A
Stone Arch Village Family	24	672	0	0.0%	A	0.0%	A
Stone Arch Village Senior	33	924	0	0.0%	A	0.0%	A
Report Totals:	**534**	**14,952**	**200**	**1.3%**	**A**	**0.9%**	**A**



Percentage of Total Days That Units Are Vacant

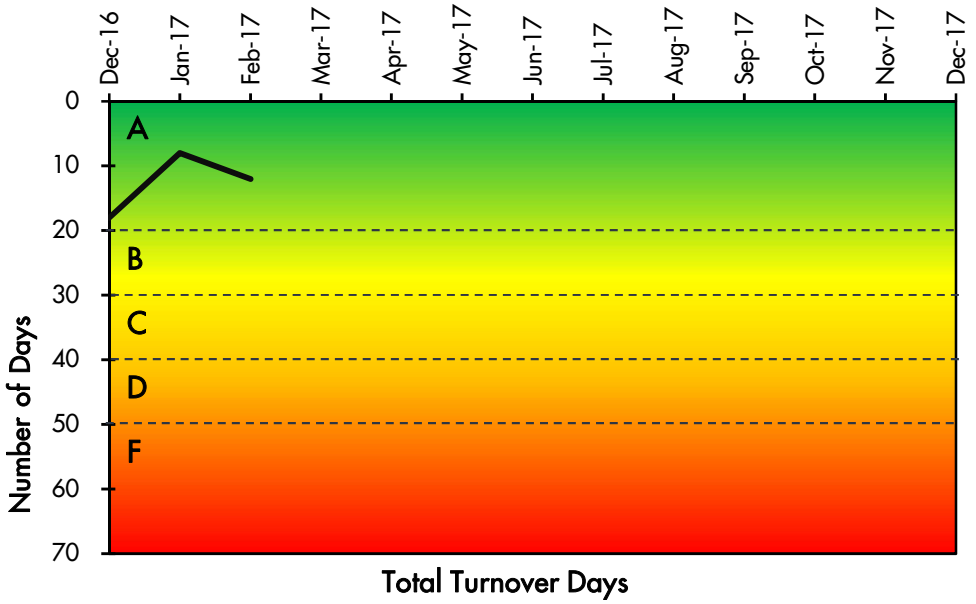
Unit Make Ready Days
February 2017

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	1	17	B	1	17	B
Bennett Block	-	-	None	-	-	None
Brookbend East	1	8	A	2	4	A
Brookbend West	3	3	A	4	4	A
Central Square Terrace	1	2	A	3	3	A
Cottage Street	-	-	None	-	-	None
Evergreen Knoll LP	1	16	B	1	17	B
Forest View	1	1	A	2	1	A
Harper Acres	2	6	A	3	8	A
Meadow Road	-	-	None	-	-	None
North and Gilsum	1	16	B	2	8	A
Riverbend Apartments	1	13	B	1	13	B
Scattered Sites	-	-	None	1	10	A
Stone Arch Village Family	-	-	None	-	-	None
Stone Arch Village Senior	-	-	None	-	-	None
Report Totals:	12	3	A	20	7	A



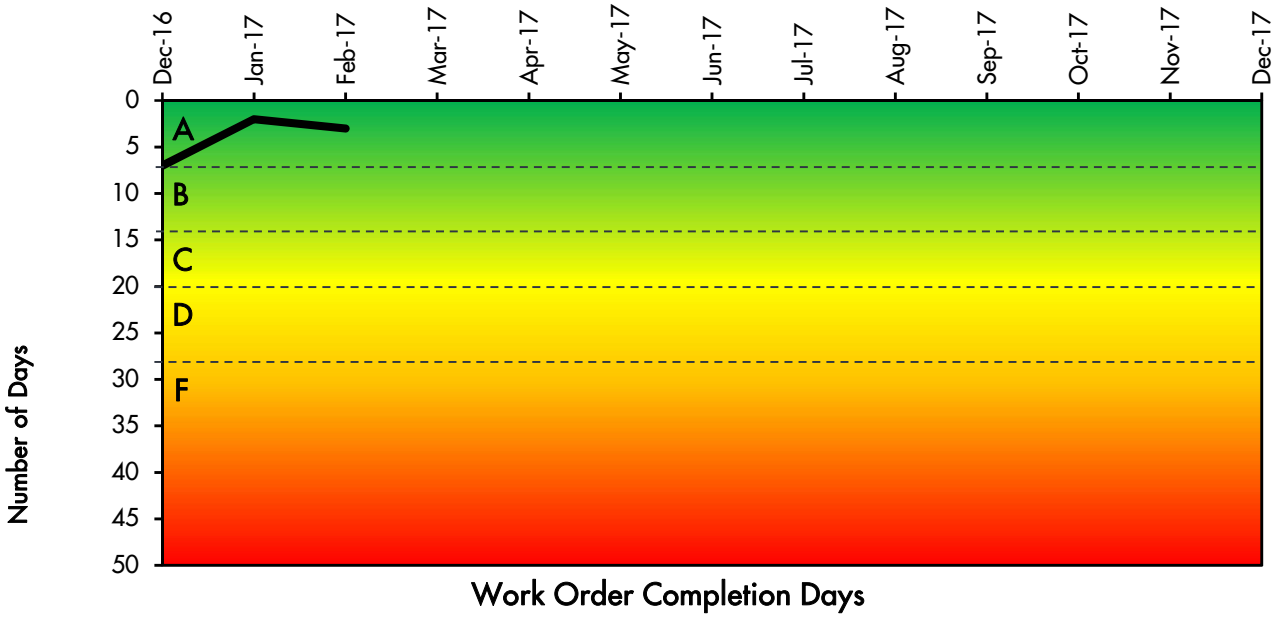
Unit Turnover
February 2017

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	21	B	1	21	B
Bennett Block	-	None	-	-	None
Brookbend East	8	A	2	6	A
Brookbend West	6	A	4	8	A
Central Square Terrace	2	A	3	5	A
Cottage Street	-	None	-	-	None
Evergreen Knoll LP	28	B	1	29	B
Forest View	1	A	2	14	A
Harper Acres	14	A	3	15	A
Meadow Road	-	None	-	-	None
North and Gilsum	16	A	2	10	A
Riverbend Apartments	11	A	1	11	A
Scattered Sites	-	None	1	20	A
Stone Arch Village Family	-	None	-	-	None
Stone Arch Village Senior	-	None	-	-	None
Report Totals:	**8**	**A**	**20**	**12**	**A**



Residential Property Non-Emergency Work Order Completion Days
February 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	2	0	None	2	0	None
Ash Brook Apartments	22	4	A	27	6	A
Bennett Block	4	0	A	12	0	A
Brookbend East	8	1	A	16	1	A
Brookbend West	11	1	A	20	3	A
Central Square Terrace	72	4	A	108	5	A
Cottage Street	1	0	A	3	1	A
Emerald Street House	1	1	A	5	2	A
Evergreen Knoll LP	14	1	A	18	1	A
Forest View	14	0	A	22	2	A
Harper Acres	26	1	A	57	3	A
Keene Housing Main Office	4	7	A	9	8	B
Meadow Road	1	0	A	4	3	A
North and Gilsum	17	5	A	40	6	A
Riverbend Apartments	7	2	A	13	2	A
Scattered Sites	3	1	A	12	1	A
Stone Arch Village Family	3	7	A	5	16	C
Stone Arch Village Senior	9	1	A	40	2	A
Report Totals:	**219**	**2**	**A**	**413**	**3**	**A**



Residential Property Emergency Work Order Completion Days
February 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	1	0	P	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	-	-	None
Report Totals:	**1**	**0**	**0**	**1**	**0**	**P**

Keene Housing

FINANCE REPORT
FEBRUARY 2017

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	$359,296	$324,849	90%	612	$531	104%	587	$225	$34,447
February	$359,296	$325,210	91%	617	$527	105%	587	$220	$34,086
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$718,592	$650,059	90%	1229	$529	105%	1174	$445	$68,533

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	$359,296	$317,747	88%	556	$571	95%	587	$225	$41,549
February	$359,296	$317,828	88%	561	$567	96%	587	$220	$41,468
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$718,592	$635,575	88%	$1,117	$569	95%	$1,174	$445	$83,017

Affordable Housing Preservation Program

Month	HAP Budget Authority	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$13,570	$14,555	107%	18	$809	100%	18	$0	($985)
February	$13,570	$14,555	107%	18	$809	100%	18	$0	($985)
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$27,140	$29,110	107%	36	$809	100%	36	$0	($1,970)

Non-Elderly Disabled (NEDs)

Month	HAP Budget Authority	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$50,528	$53,722	106%	100	$537	100%	100	$80	($3,194)
February	$50,528	$53,688	106%	100	$537	100%	100	$80	($3,160)
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$101,056	$107,410	106%	200	$537	100%	200	$160	($6,354)

Mainstream

Month	HAP Budget Authority	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									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$55,994	$58,894	105%	100	$589	100%	100	$0	-$2,900

FY16 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%

Financial Report – February, 2017

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 $279k which is a net increase of $130k from the budget of $148k.

OPERATING REVENUES are $2,407k, a net increase of $13k as compared to the budget of $2,394k. The most significant changes are related to:

VARIANCES for Revenue categories Under/(Over) compared to Budget		
(9,589)	Rent Revenue	Change in tenant rent – partly related to subsidy changes and partly increase in rent at some properties without corresponding increase in HAP.
(2,869)	HAP funding	The MTW funding budget is at 99.582% proration but we have not received approval at this date. The pro-ration could be as low as 95% or $240k less than budget.
(6,898)	Other Income	Other Income is related to miscellaneous income and is slightly over budget in various programs.
15,142	Grants	Grants funds expected to be received for FSS, CHT, CDBG. The FSS funds are under budget due to timing of reimbursement $11k. CHT admin revenue is under budget by $2k, and CDBG admin revenue is under budget by $2k..
(2,576)	Management Fees	Management fees on budget.
0	Development fees	No Development fees paid or expected (MAHC).
5,517	Vacancy Loss	Vacancy Loss (reduction to revenue).
(1,736)	Tenants Charges	Tenants Charges (damages/fees), there are no budget for this line item.
(565)	Admin Funding	HUD Section 8 admin expenses are under budget so funding is also under budget. NEDs and Mainstream admin revenue is on budget.
(3,574)	Higher than Budget	Operating Revenue
0	Gain on SWAP	Part of the financing for KAHP properties with TD Bank.
0	Partnership Distributions	Partnership fees, paid to Keene Housing or MAHC from surplus cash for 2016 on LIHTC properties managed. The total budget is $175k. None are paid as of date.
(9,561)	MTW Transfer	The 2017 MTW Non-HAP funding used for Non-HAP initiatives. KAHP Capital Impr = $0, KHKC = $10k
(13,134)	Higher than Budget	Total Revenue

OPERATING EXPENSES are $2,128k a net decrease of $118k as compared to budget of $2,246k. The most significant changes are related to:

VARIANCES for Expense categories Under/(Over) compared to Budget		
23,747	Admin Expenses	Administrative Expense are all under budget at this point, except for the bank closing costs.
35,298	Payroll and Benefits Expenses	Benefit Expenses are running under budget by $25k. Salaries are also running under budget by $9k (timing).
(9,567)	Utilities Expenses	Fuel Expenses are over budget by $10k. Water & Sewer under budget by $2k. Electric is over budget by $2k.
49,872	Maint Expenses	Maintenance Expenses are running under budget by $50k. Under budget are: Flooring by $8k, Misc Equip by $9k, Maint Materials by $12k, snow removal by $6k and Grounds bv $23k.
327	Insurance Expenses	Insurance Expenses on budget.
0	Insurance Recovery	Insurance recovery-none.
(6,621)	Property Tax Exp	Property Taxes (timing).
3,045	Partnership taxes	Taxes not known yet.
(20,211)	Interest Expenses	Interest Expenses over budget on MAHC loan that was refinanced and incurred a prepayment penalty of $35k.
2,861	Resident services	Residential Services running under budget.
(10,043)	HAP disbursements	HAP disbursements on budget.
69,108	Lower than Budget	Operating Expenses
25,350	Partnership Distributions	None have been paid as of date.
23,211	MTW Transfer	The 2017 MTW Non-HAP funding used for Non-HAP initiatives. KAHP Capital Impr = $0, KHKC = $10k
117,669	Lower than Budget	Total Expenses

Keene Housing

Income Statement - Comparing Actuals to Budget - YTD - as of February 28, 2017

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)	**(28,445)**	**(26,952)**	12,046 Higher Revenue	10,556 Higher Expenses	MTW transfer $10k in and then out $10k to funds capital projects/KHKC
Monadnock Affordable (MAHC)	**(5,497)**	**(34,287)**	(2,680) Lower Revenue	26,110 Higher Expenses	
Keene Affordable (KAHP)	**39,139**	**72,603**	8,817 Higher Revenue	(24,647) Lower Expenses	Revenue is MTW transfer in $0k to funds capital projects
Meadow Road	**2,296**	**6,633**	131 On Budget	(4,206) Lower Expenses	
Roxbury St Shelter	**1,362**	**1,944**	108 On Budget	(474) On Budget	
Low Income Tax Credits Properties (LIHTC)					
Brookbend East	38,426	51,964	354 On Budget	(13,184) Lower Expenses	Payment of partnership distribution exceeds budget by $
Brookbend West	28,514	34,578	(2,731) Lower Revenue	(8,795) Lower Expenses	Payment of partnership distribution exceeds budget by $
Evergreen Knoll	7,050	11,402	(151) On Budget	(4,504) Lower Expenses	
Riverbend	5,380	16,857	(680) On Budget	(12,157) Lower Expenses	Payment of partnership distribution exceeds budget by $
Stone Arch Family	5,248	19,073	(339) On Budget	(14,164) Lower Expenses	Payment of partnership distribution exceeds budget by $
Stone Arch Senior	7,410	12,948	(767) On Budget	(6,305) Lower Expenses	Payment of partnership distribution exceeds budget by $
Multi-Family Properties					
Central Square Terrance	34,198	47,758	6,350 Higher Revenue	(7,210) Lower Expenses	
Voucher Programs					
Section 8	142	44,306	(33,175) Lower Revenue	(77,340) Lower Expenses	
Non-Elderly Disabled (NED)	61	4,246	26,751 Higher Revenue	22,566 Higher Expenses	
Mainstream Vouchers	12	(1,223)	1,825 Higher Revenue	3,060 Higher Expenses	
Non-Owned/Managed Properties					
Cottage Street	478	(41)	25 On Budget	544 On Budget	
Ashbrook	8,006	10,533	(569) On Budget	(3,095) Lower Expenses	
Emerald Street	3,414	5,270	(1,868) Lower Revenue	(3,724) Lower Expenses	
Fairweather Lodge	702	1,090	(314) On Budget	(702) On Budget	
TOTALS	147,896	278,702	13,134 Higher Revenue	(117,669) Lower Expenses	

(a) excluding depreciation

Keene Housing

Cash Outlay - Year to Date - as of February 28, 2017

Program/Property			change in balance sheet accounts affecting cash								
	Unrestricted Cash Balance at 1/1/17	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)	**2,468,736**	**(26,952)**	(1,343)	0	(22,990)	0	(87,743)	8,733	(194,727)	**2,143,714**	(325,022)
Monadnock Affordable (MAHC)	**271,422**	**(34,287)**	14,973	0	0	0	(970)	6,490	1,931	**259,559**	(11,863)
Keene Affordable (KAHP)	**777,158**	**72,603**	1,022,547	(12,531)	(47,311)		(12,688)	(19,400)	62,692	**1,843,070**	1,065,912
Meadow Road	**31,442**	**6,633**	(5,161)	(524)	0	0	(4,768)	15,147	2,680	**45,449**	14,007
Roxbury St Shelter	**34,550**	**1,944**	(260)	0	0	0	7,204	(30,572)	8	**12,874**	(21,676)
Low Income Tax Credits (LIHTC)											
Brookbend East	*223,973*	*51,964*	(796)	(3,585)	0	0	(12,308)	19,847	8,245	**287,340**	63,367
Brookbend West	*147,842*	*34,578*	(722)	(1,921)	0	0	(8,998)	17,036	11,518	**199,333**	51,491
Evergreen Knoll	*61,302*	*11,402*	(3,320)	(3,534)	0	0	(9,810)	19,001	10,373	**85,414**	24,112
Riverbend	*165,483*	*16,857*	11,622	(2,406)	(40,000)	0	(6,303)	11,118	4,885	**161,256**	(4,227)
Stone Arch Family	*141,513*	*19,073*	(769)	(1,661)	0	0	(5,427)	4,254	4,057	**161,040**	19,527
Stone Arch Senior	*38,879*	*12,948*	(1,665)	14,635	0	0	(6,271)	8,151	6,696	**73,373**	34,494
Multi-Family Properties											
Central Square Terrance	*72,469*	*47,758*	(24,890)	(10,621)	(5,480)	0	(49,302)	43,446	14,961	**88,341**	15,872
Voucher Programs											
Section 8 - Moving to Work (MTW	*535,763*	*44,306*	n/a	n/a	n/a	n/a	7,999	(356,702)	45,610	**276,976**	(258,787)
Non-Elderly Disabled (NED)	*15,728*	*4,246*	n/a	n/a	n/a	n/a	(15,431)	938	10,247	**15,728**	0
Mainstream Vouchers	*139,006*	*(1,223)*	n/a	n/a	n/a	n/a	(4,430)	482	5,171	**139,006**	0
Non-Owned/Managed Properties											
Cottage Street	*4,197*	*(41)*	0	3,667	0	0	1,272	(7,212)	605	**2,488**	(1,709)
Ash Brook	*36,909*	*10,533*	(4,503)	(1,407)	0	0	(2,119)	(4,362)	3,851	**38,902**	1,993
Emerald Street	*5,600*	*5,270*	(2,753)	(633)	0	0	(927)	2,698	909	**10,164**	4,564
Fairweather Lodge	*306*	*1,090*	0	(2)	0	0	(77)	64	278	**1,659**	1,353
TOTAL	5,172,278	278,702	1,002,960	(20,523)	(115,781)	0	(211,097)	(260,843)	(10)	5,845,686	673,408

(a) excluding depreciation

Keene Housing

Balance Sheet Summary - Assets - as of February 28, 2017

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)	**1,043,322**	**1,100,392**	**0**	**0**	**0**	**10,908,882**	**126,634**	**436,312**	**13,615,542**
Monadnock Affordable (MAHC)	**259,559**	**0**	**0**	**0**	**0**	**1,014,756**	**1,434,760**	**559,530**	**3,268,605**
Keene Affordable (KAHP)	**1,843,070**	**203,884**	**620,902**	**0**	**0**	**29,986**	**17,641,936**	**26,327**	**20,366,105**
Meadow Road	**45,449**	**44,390**	**56,680**	**0**	**0**	**10,933**	**668,210**	**0**	**825,662**
Roxbury St Shelter	**12,874**	**0**	**0**	**0**	**0**	**2,642**	**446,592**	**0**	**462,108**
Low Income Tax Credits (LIHTC)	**967,756**	**242,502**	**578,350**	**707,035**	**0**	**37,753**	**22,007,690**	**136,945**	**24,678,031**
Brookbend East	*287,340*	*30,235*	*133,195*	*195,121*	*0*	*19,711*	*6,049,402*	*63,665*	*6,778,669*
Brookbend West	*199,333*	*47,660*	*79,026*	*175,111*	*0*	*12,147*	*5,627,503*	*42,965*	*6,183,745*
Evergreen Knoll	*85,414*	*30,715*	*141,776*	*86,418*	*0*	*(1,972)*	*3,050,529*	*4,263*	*3,397,143*
Riverbend	*161,256*	*31,253*	*51,263*	*37,810*	*0*	*4,257*	*1,355,391*	*0*	*1,641,230*
Stone Arch Family	*161,040*	*52,320*	*66,779*	*89,873*	*0*	*563*	*2,807,200*	*9,204*	*3,186,979*
Stone Arch Senior	*73,373*	*50,319*	*106,311*	*122,702*	*0*	*3,047*	*3,117,665*	*16,848*	*3,490,265*
Multi-Family Properties	**88,341**	**94,315**	**195,083**	**0**	**16,448**	**(7,123)**	**1,550,215**	**36,272**	**1,973,551**
Central Square Terrance	*88,341*	*94,315*	*195,083*	*0*	*16,448*	*(7,123)*	*1,550,215*	*36,272*	*1,973,551*
Voucher Programs	**431,710**	**0**	**0**	**0**	**0**	**(23,033)**	**2,917**	**0**	**411,594**
Section 8 - Moving to Work	*276,976*	*0*	*0*	*0*	*0*	*(41,512)*	*2,917*	*0*	*238,381*
Non-Elderly Disabled (NED)	*15,728*	*0*	*0*	*0*	*0*	*19,220*	*0*	*0*	*34,948*
Mainstream Vouchers	*139,006*	*0*	*0*	*0*	*0*	*(741)*	*0*	*0*	*138,265*
Non-Owned/Managed Properties	**53,213**	**37,818**	**154,380**	**12,581**	**17,974**	**(404)**	**1,237,216**	**11,587**	**1,524,365**
Cottage Street (MFS)	*2,488*	*4,268*	*7,781*	*12,581*	*6,087*	*2,242*	*414,398*	*6,000*	*455,845*
Ash Brook (MHO)	*38,902*	*26,414*	*66,917*	*0*	*8,844*	*(3,357)*	*658,576*	*5,587*	*801,883*
Emerald Street (CHO)	*10,164*	*4,586*	*67,018*	*0*	*3,043*	*(1,145)*	*140,669*	*0*	*224,335*
Fairweather Lodge (CHO)	*1,659*	*2,550*	*12,664*	*0*	*0*	*1,856*	*23,573*	*0*	*42,302*
TOTALS	**4,745,294**	**1,723,301**	**1,605,395**	**719,616**	**34,422**	**11,974,392**	**45,116,170**	**1,206,973**	**67,125,565**

(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 February 28, 2017

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)	11,047	0	0	20,219	2,578	13,616,193	(34,495)	13,615,542
Monadnock Affordable (MAHC)	82	0	0	7,812	521,000	2,782,540	(42,827)	3,268,607
Keene Affordable (KAHP)	30,100	42,828	0	184,425	16,201,358	3,959,199	(51,806)	20,366,104
Meadow Road	4,494	92,190	0	15,321	548,301	165,377	(21)	825,662
Roxbury St Shelter	2	38,414	0	(488)	293,903	129,631	646	462,108
Low Income Tax Credits (LIHTC)	11,229	146,369	0	190,531	6,589,093	17,727,714	13,097	24,678,033
Brookbend East	*2,745*	*5,515*	*0*	*10,253*	*1,268,581*	*5,471,901*	*19,674*	*6,778,669*
Brookbend West	*1,499*	*4,743*	*0*	*33,548*	*1,729,265*	*4,409,703*	*4,987*	*6,183,745*
Evergreen Knoll	*3,366*	*1,984*	*0*	*34,702*	*1,813,220*	*1,555,701*	*(11,829)*	*3,397,144*
Riverbend	*1,463*	*129,510*	*0*	*55,387*	*603,000*	*844,900*	*6,970*	*1,641,230*
Stone Arch Family	*507*	*1,944*	*0*	*24,937*	*593,947*	*2,564,761*	*883*	*3,186,979*
Stone Arch Senior	*1,649*	*2,673*	*0*	*31,704*	*581,080*	*2,880,748*	*(7,588)*	*3,490,266*
Multi-Family Properties	11,464	92,216	914,911	52,884	2,887,056	(2,017,931)	32,951	1,973,551
Central Square Terrance	*11,464*	*92,216*	*914,911*	*52,884*	*2,887,056*	*(2,017,931)*	*32,951*	*1,973,551*
Voucher Programs	59,564	37,739	0	15,813	0	251,315	47,163	411,594
Section 8 - Moving to Work	*56,863*	*37,739*	*0*	*13,652*	*0*	*85,987*	*44,140*	*238,381*
Non-Elderly Disabled (NED)	*738*	*0*	*0*	*1,451*	*0*	*28,513*	*4,246*	*34,948*
Mainstream Vouchers	*1,963*	*0*	*0*	*710*	*0*	*136,815*	*(1,223)*	*138,265*
Non-Owned/Managed Properties	2,006	3,386	0	23,554	1,459,713	30,978	4,726	1,524,363
Cottage Street	*35*	*254*	*0*	*3,036*	*498,130*	*(43,592)*	*(2,019)*	*455,844*
Ash Brook	*1,744*	*1,070*	*0*	*14,793*	*794,667*	*(12,946)*	*2,555*	*801,883*
Emerald Street	*147*	*562*	*0*	*2,738*	*166,916*	*50,276*	*3,695*	*224,334*
Fairweather Lodge	*80*	*1,500*	*0*	*2,987*	*0*	*37,240*	*495*	*42,302*
TOTALS	129,988	453,142	914,911	510,071	28,503,002	36,645,016	(30,566)	67,125,560

Capital Purchases/Renovations
2017 Original Budget vs Year End Projection

Description	Vendor	Location	Original budget 2017	Projected YE actuals	(UNDER) Budget OVER Budget
Lighting Retrofit	Lightec (phase 2)	KAHP-Harper Acres	$53,063	$53,063	$0
Sidewalk/Curbs/Drainage/Electric wiring under road (Engineerin	Stevens & Assoc	KAHP-Harper Acres	$25,000	$25,000	$0
Sidewalk/Curbs/Drainage/Electric(less City $114k)		KAHP-Harper Acres	$519,000	$519,000	$0
Windows (538 units/roof repair) plus contingency	All Seasons	KAHP-Harper Acres	$993,000	$572,176	($420,824)
Windows (538 units/roof repair) Engineering	Stevens & Assoc	KAHP-Harper Acres	$16,800	$16,800	$0
Warming Oven (Commerical Kitchen #105)		KAHP-Harper Acres	$5,000	$5,000	$0
Smoke alrams (HC units and bedrooms)	Tattersall	KAHP-Harper Acres	$26,200	$26,200	$0
Door Strike Transformers ($1300 @ 100 units)	Tattersall	KAHP-Harper Acres	$130,000	$130,000	$0
Unplanned		KAHP-Harper Acres	$10,000	$0	($10,000)
Central Air To FAC	Tattersall	KAHP-Forest View	$15,000	$15,000	$0
Unplanned		KAHP-Forest View	$10,000	$0	($10,000)
Doors/Siding (FAC)		KAHP-North & Gilsum	$8,000	$8,000	$0
Meter Stacks	Tattersall	KAHP-North & Gilsum	$31,720	$31,720	$0
Water line to gardens		KAHP-North & Gilsum	$2,500	$2,500	$0
Unplanned		KAHP-North & Gilsum	$10,000	$0	($10,000)
Remediation Of Ground Soil	LE Environmental	KAHP-Bennett	$15,260	$15,260	$0
Ground water monitors/wells	LE Environmental	KAHP-Bennett	$0	$3,275	$3,275
Renovation of Building (Arch/Eng fees)	Stevens & Assoc	KAHP-Bennett	$50,000	$50,000	$0
Back Door (6@ $500ea)		KAHP-Damon Ct	$3,000	$3,000	$0
Steps (two sets) and railings		KAHP-West St	$6,000	$6,000	$0
		TOTAL KAHP	**$1,929,543**	**$1,481,994**	**($447,549)**
Renovation Project: exterior walls/siding/roof, windows, doors	CDBG portion	Riverbend Apartments	$472,500	$472,500	$0
Renovation Project: KH ($250k-boilers-water paid 2016)	KH Portion	Riverbend Apartments	$190,000	$190,000	$0
Renovation Project: Architect fees	Michal & Weller	Riverbend Apartments	$60,000	$40,000	($20,000)
Playground (need additionals info to expand)		SAV F	$40,000	$40,000	$0
Heat units in offices	Gary Jackson/Tattersal	SAV Senior	$6,430	$6,430	$0
Blinds for Hallway (6 floors @ 5k ea)		CST	$30,000	$6,000	($24,000)
Exterior Doors (4)		CST	$4,000	$0	($4,000)
Replace slate roof (7th floor roof, roxbury st side)		CST	$58,000	$58,000	$0
Access panels (Giguer quote 12/15)	Tattersall	CST	$10,550	$10,550	$0
Lever handles or dead bolts (90 apt @ 200 ea)		CST	$18,000	$18,000	$0
Heat vents/Wall grilles (180)		CST	$2,460	$2,460	$0
Skylights (2 not working)		CST	$5,000	$5,000	$0
Landscaping		Meadow Rd	$20,000	$20,000	$0
Heaters in Entry Halls		Meadow Rd	$18,000	$18,000	$0
smoke alarms (18)		Meadow Rd	$3,600	$3,600	$0
Fire alarm panel and addressable devices	tattersall	Brookbend West	$11,354	$11,354	$0
Fire alarm panel and addressable devices	tattersall	Brookbend East	$11,354	$11,354	$0
Sander		Locals	$4,800	$4,800	$0
Vehicles (2 new and 2 trade ins)	Nissan	Locals	$25,000	$22,990	($2,010)
Snowblower for the Bobcat		Locals	$8,000	$8,000	$0
V Plow for truck	Snowplow Sales	Locals	$5,000	$5,000	$0
Hot water tank		MAHC-SAV office	$1,500	$1,500	$0
		Ashbrook	$0	$0	$0
		Emerald	$0	$0	$0
total capital purchases/renovations		**GRAND TOTAL**	**$2,935,091**	**$2,437,532**	**($497,559)**
MTW Funding (non-HAP current year)		KAHP	($415,000)	($200,000)	
CDBG Funds		Riverbend	($472,500)	($472,500)	
MTW Funding (block grant)		Riverbend	($250,000)	($123,200)	
City of Keene (HA roadway)		KAHP	($114,390)	($114,390)	
Bank Financing (HA window project)		KAHP	($1,000,000)	($1,000,000)	
		Cash outlay	**$683,201**	**$527,442**	

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
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	RENEWED 02/01/17	1/31/2018
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 & GREEI	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	EXPIRED	11/30/16
RFP	118-TA	11/30/15-12/30/15	TECHNICAL ASSISTANCE	AGENCY WIDE	EDGEMERE CONSULTING	< $50,000.00	RENEWED 02/01/17	1/31/2018
RFP	119-GD	11/30/15-12/30/15	GRAPHIC DESIGN	AGENCY WIDE	SILVER DIRECT	< $15,000.00	RENEWED 02/01/17	1/31/2018
RFP	120-CA	2/25/16-04/15/16	CAPITAL NEEEDS ASSESSMENT	EK/CST/SAV	GDS ASSOCIATES	<$8,676.00	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	EXECUTED 10/01/16	9/30/2019
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
RFP	123-SC	8/24/16- 9/30/16	SOLAR CONSULTING	AGENCY WIDE	COMPETITIVE ENERGY SERVICES	$10,000.00 PHASE 1& 2	EXECUTED 11/15/2016	11/14/2017
RFP	124-ES	10/20/16 -11/15/16	ENVIRONMENTAL SERVICES	AGENCY WIDE	LE-ENVIRONMENTAL	< $50,000.00	EXECUTED 12/07/2016	12/6/2017

KEY:

IFB	Invitation for Bid
QBS	Qualifications Based Selection
RFB	Request for Bid
RFP	Request for Proposal/Procurement
RFQ	Request for Quote/ Qualifications

March 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6 3/6 - 3/10 Otis Atwell Audit	7 NHHFA Management Review CST	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22 Board of Commissioners Meeting	23	24	25
26	27	28	29	30	31	

Keene Housing

April 2017

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

Keene Housing