Keene Housing

Keene Housing
Board of Commissioners Meeting
April 19, 2017

Keene Housing Kids Collaborative
Reading Nook: Read to a Dog Program

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

Keene Housing

Board of Commissioners Meeting
Wednesday, April 19, 2017
Table of Contents

Agenda……..1

March 22, 2017 Board Meeting Minutes……..2

Approval to Adopt the Amendment and Restatement of Keene Housing's Money Purchase Retirement Plan……6

Approval of Executive Director Travel……8

Housing Management Report……..10

Finance Report……17

Solicitation Log……26

Keene Housing Calendar of Events ……27

Keene Housing

BOARD OF COMMISSIONERS MEETING
WEDNESDAY, APRIL 19, 2017
12:00 P.M.
STONE ARCH VILLAGE SENIOR
835 COURT STREET, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the March 22, 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 to Adopt the Amendment and Restatement of Keene Housing's Money Purchase Retirement Plan (Resolution No. 577)

b. Approval of Executive Director Travel (Resolution No. 578)

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, March 22, 2017

Chairperson Robator called the Keene Housing Board of Commissioners meeting to order at 12:03 p.m. Secretary Meehan called the roll and declared a quorum present.

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

Also in attendance:
- Joshua Meehan, Secretary
- Amy Wright, Director of Administration
- Linda Griffin, Director of Finance
- Denise Comstock, Director of Housing
- April Buzby, Planning and Policy Analyst
- Sandy Clark, Director of Facilities and Assets
- June Jones, Property Manager
- Karen Graveline, Resident Service Coordinator
- Jori Johnson, Community Garden Coordinator
- Residents of Central Square Terrace

MINUTES:

Chairperson Robator called for approval of the February 15, 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 welcomed all guests and members to the Keene Housing Board of Commissioners meeting. Secretary Meehan stated President Trump's proposed Fiscal Year 2018 budget includes funding cuts which would significantly impact Housing Authorities across the country. The proposed budget includes language to end funding to the Community Development Block Grant (CDBG) program. Historically, Keene Housing has relied heavily on CDBG funding to complete many capital rehabilitation projects; most recently work scheduled to begin at Riverbend. Commissioner Slack encouraged Secretary Meehan to write a letter to the Senator and share how the CDBG funding cuts will affect Keene Housing. Commissioner Moses asked if there was any concern regarding the recent expansion of Moving to Work. Secretary Meehan stated from a policy perspective the Trump Administration supports MTW; the funding of programs is the issue.

Secretary Meehan stated he is part of an effort to create an industry group specific to Moving to Work (MTW). With the recent expansion of MTW, there is a need for support beyond the means of the steering committee and existing industry groups.

Secretary Meehan invited Sandy Clark, Director of Facilities and Assets, to review several capital improvement projects. Ms. Clark stated Cheshire Builders was awarded the bid for the Riverbend rehabilitation project. The project includes the replacement of the windows, roofs, siding, doors and overhangs. Cheshire Builders is moving storage and equipment to the property with an estimated start date of April 3, 2017. Ingram Construction was awarded the bid for the window replacement project at Harper Acres. The disposition of Castle Street is pending. Due to the recent passing of Chief of Police, Brian Costa, the City of Keene rescheduled the Castle Street site walk to April 6, 2017. The City Council is scheduled to vote on the disposition on April 12, 2017. Ms. Clark stated Keene Housing has two commercial vacancies on Roxbury Street. There are several commercial and

residential projects underway in the area and, once complete, we believe these commercial spaces may become more marketable.

Ms. Clark stated the Agency is working with an architect to review options to make Bennett Block handicap accessible. Secretary Meehan stated Keene Housing would seek CDBG funding for the project and would not be able to move forward if the CDBG program no longer exists. Secretary Meehan will update the Board of Commissioners as more information is available.

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.

OLD BUSINESS:

No topics were presented.

NEW BUSINESS:

Resolution No. 573 – Approval of Local Voucher Payment Standard 2017 MTW Plan Amendment

The Keene Housing Board of Commissioners authorizes 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 memorandum dated March 7, 2017 from April Buzby, Planning and Policy Analyst to Joshua R. Meehan, Executive Director. Commissioner Mack moved the motion to approve the resolution. Commissioner Slack seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 574 – Approval of the 2016 Moving to Work Annual Report

The Keene Housing Board of Commissioners approves adoption of the Fiscal Year 2016 Moving to Work Annual Report; authorizes any technical corrections and changes to the document; and authorizes the submission of the final Report to HUD, pursuant to the March 16, 2017 memorandum from April Buzby, Planning and Policy Analyst to Joshua R. Meehan, Executive Director. Commissioner Mack moved the motion to approve the resolution. Commissioner Moses seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 575 – Approval of Updated Preference Policy for TSOP and MTW Admin Plan

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. Commissioner Slack moved the motion to approve the resolution. Commissioner Marsh seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 576 – Approval of Code of Ethics for Community Development Block Grant Programs

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. Commissioner Slack moved the motion to approve the resolution. Commissioner Marsh seconded the motion, which upon being put to vote, was passed unanimously.

Informational Memo: Quarterly Community Garden/Farm to Family Report

Commissioner Slack stated the programs offered by Keene Housing are very beneficial to the residents and the community.

Informational Memo: Resident Services Report

A resident expressed her appreciation of the programs being brought to Central Square Terrace. She stated Jori Johnson, Community Garden Coordinator and Karen Graveline, Resident Service Coordinator are doing a great job.

PUBLIC COMMENT:

No topics were presented.

NON-PUBLIC SESSION:

Commissioner Moses made a motion to enter into non-public session for the purposes of discussing personnel matters pursuant to the RSA 91 A:3, II (d). Commissioner Slack seconded the motion, which upon being put to vote, the motion to suspend Public Session passed unanimously.

Chairperson Robator suspended the Public Session at 12:26 p.m. on Wednesday, March 22, 2017 to convene a Non-Public Session.

Commissioner Moses made a motion to reconvene Public Session. Commissioner Slack seconded the motion, which upon being put to vote, the motion to reconvene Public Session passed unanimously.

PUBLIC SESSION RECONVENED:

Chairperson Robator reconvened the Public Session on Wednesday, March 22, 2017 at 12:47 p.m. Chairperson Robator stated the Board of Commissioners voted during non-public session to seal the minutes of that session.

Commissioner Moses made a motion to adjourn the meeting. Commissioner Slack seconded the

motion, which upon being put to vote, was passed unanimously. There being no further business, Chairperson Robator adjourned the Board meeting at 12:48 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

3/30/2017
Date

Keene Housing

Resolution No. 577

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

   Approval to Adopt the Amendment and Restatement of Keene Housing's Money Purchase Retirement Plan

2. Date of Board Meeting: April 19, 2017

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners adopt the amendment and restatement of Keene Housing's Money Purchase Retirement Plan pursuant to the April 5, 2017 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director.

4. All Backup Attached?

   Yes X No ☐

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

5. Department Head Approval Signature Amy Wright Date: 4/5/2017

6. Statement of availability of funds by Finance Manager

   Funds Budgeted and Available Yes ☐ No ☐ Source _____

   Account #_____

   Director of Finance Approval Signature _____ Date: _____

7. Executive Director Approval Signature _____ Date: 4/10/17

Keene Housing

MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Amy Wright, Director of Administration
Subject: Amendment and Restatement of Keene Housing's Money Purchase Retirement Plan
Date: April 5, 2017

This memorandum recommends that the Keene Housing Board of Commissioners adopt the amendment and restatement of Keene Housing's Money Purchase Retirement Plan.

Keene Housing amended the Money Purchase Retirement Plan on January 1, 2016. At that time, the intent was for the Plan amendment to apply to staff hired after January 1, 2016. This language was not clearly stated in the amended Plan document. The Plan should read as follows:

The vesting schedule(s) for Employer contributions, based on number of Years of Service (or twelve month Periods of Service, if Elapsed Time) shall be as follows:

3 Year Cliff (not to exceed 15 years)

Employees hired before January 1, 2016 shall be subject to the following vesting schedule:

Less than 1 Year of Service - 50%;
1 Year of Service - 60%;
2 Year of Service - 70%;
3 Year of Service - 80%;
4 Year of Service - 90%;
5 Year of Service- 100%

RECOMMENDATION

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

> **Resolution:** That the Keene Housing Board of Commissioners adopt the amendment and restatement of Keene Housing's Money Purchase Retirement Plan pursuant to the April 5, 2017 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director.

Keene Housing

Resolution No. 578

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   Approval of Executive Director Travel

2. Date of Board Meeting: April 19, 2017

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners authorizes the Executive Director to travel to Washington D.C. for a Moving to Work (MTW) Listening Session on April 27, 2017, pursuant to the April 13, 2017 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director.

4. All Backup Attached? Yes X No ☐

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

5. Department Head Approval Signature Amy Wright Date: 4/13/2017

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: 4/13/17

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Amy Wright, Director of Administration
Subject: Executive Director Travel
Date: April 13, 2017

This memorandum recommends that the Board of Commissioners authorize Executive Director Meehan to travel to Washington D.C. for a Moving to Work (MTW) Listening Session on April 27, 2017.

The meeting provides Executive Director Meehan the opportunity to learn more and share feedback regarding the expansion of the MTW Demonstration Program including evaluation and performance assessment; calculation of funding; statutory and regulatory waivers; and regionalization.

Although no arrangements have been made, pending Board approval, the total cost for travel and accommodations is not expected to exceed $1,000.00.

RECOMMENDATION

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

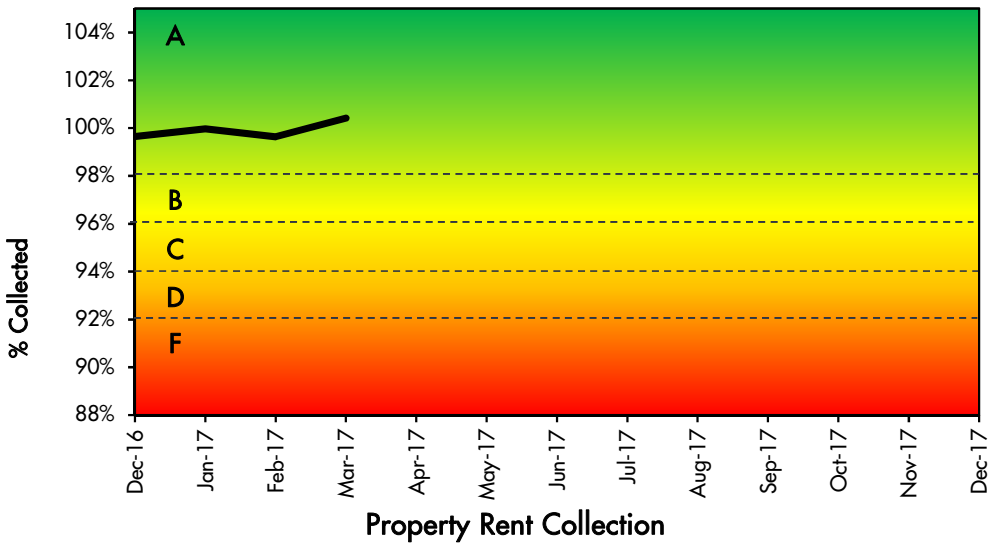
> **Resolution:** That the Keene Housing Board of Commissioners authorizes the Executive Director to travel to Washington D.C. for a Moving to Work (MTW) Listening Session on April 27, 2017, pursuant to the April 13, 2017 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director.

Keene Housing

MANAGEMENT REPORT
MARCH 2017

Residential Property Rent Collection Report
March 2017

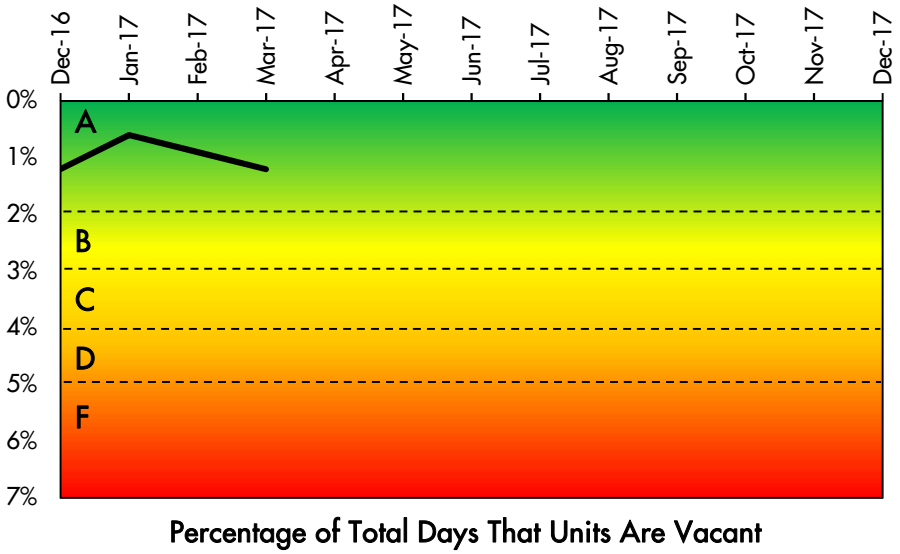
Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$10,247	$10,247	100.0%	A	$30,832	$30,832	100.0%	A
Bennett Block	$4,403	$4,490	102.0%	A	$13,204	$13,465	102.0%	A
Brookbend East	$14,168	$14,734	104.0%	A	$43,502	$41,761	96.0%	C
Brookbend West	$9,259	$9,357	101.1%	A	$27,709	$27,809	100.4%	A
Central Square Terrace	$26,495	$26,594	100.4%	A	$78,896	$79,334	100.6%	A
Cottage Street	$1,146	$1,207	105.3%	A	$3,438	$3,544	103.1%	A
Evergreen Knoll LP	$14,253	$14,625	102.6%	A	$42,863	$43,344	101.1%	A
Forest View	$17,361	$18,310	105.5%	A	$51,461	$52,779	102.6%	A
Harper Acres	$42,248	$42,096	99.6%	A	$126,153	$126,052	99.9%	A
Meadow Road Apartments	$5,895	$5,945	100.8%	A	$17,685	$17,735	100.3%	A
North and Gilsum	$16,613	$16,942	102.0%	A	$49,490	$50,247	101.5%	A
Riverbend Apartments	$10,601	$10,596	100.0%	A	$30,648	$31,279	102.1%	A
Scattered Sites	$9,151	$9,151	100.0%	A	$27,947	$27,947	100.0%	A
Stone Arch Village Family	$8,290	$8,261	99.6%	A	$24,864	$25,080	100.9%	A
Stone Arch Village Senior	$11,784	$11,784	100.0%	A	$35,518	$35,518	100.0%	A
Totals	**$201,914**	**$204,339**	**101.20%**	**A**	**$604,210**	**$606,726**	**100.42%**	**A**



Monthly Vacancy Report

March 2017

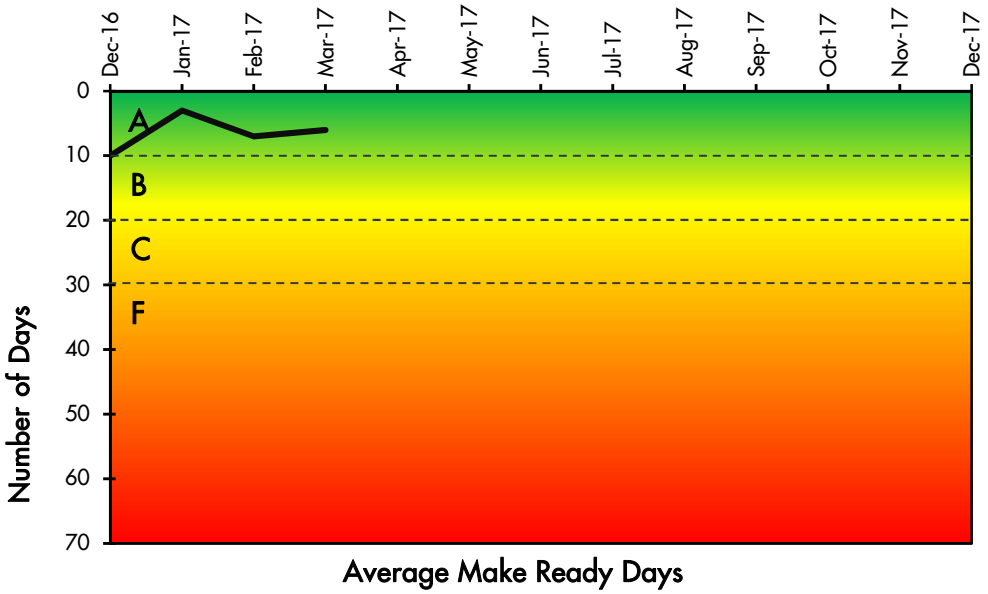
Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	744	28	3.8%	C	2.3%	B
Bennett Block	14	434	0	0.0%	A	0.0%	A
Brookbend East	40	1240	44	3.5%	C	1.5%	A
Brookbend West	35	1085	117	10.8%	F	6.3%	F
Central Square Terrace	90	2790	48	1.7%	A	0.8%	A
Cottage Street	3	93	0	0.0%	A	0.0%	A
Evergreen Knoll LP	32	992	0	0.0%	A	1.0%	A
Forest View	38	1178	0	0.0%	A	0.8%	A
Harper Acres	112	3472	46	1.3%	A	1.2%	A
Meadow Road	18	558	0	0.0%	A	0.0%	A
North and Gilsum	29	899	0	0.0%	A	0.7%	A
Riverbend Apartments	24	744	2	0.3%	A	0.3%	A
Scattered Sites	18	558	0	0.0%	A	1.2%	A
Stone Arch Village Family	24	744	0	0.0%	A	0.0%	A
Stone Arch Village Senior	33	1023	15	1.5%	A	0.5%	A
Report Totals:	**534**	**16,554**	**300**	**1.8%**	**A**	**1.2%**	**A**



Percentage of Total Days That Units Are Vacant

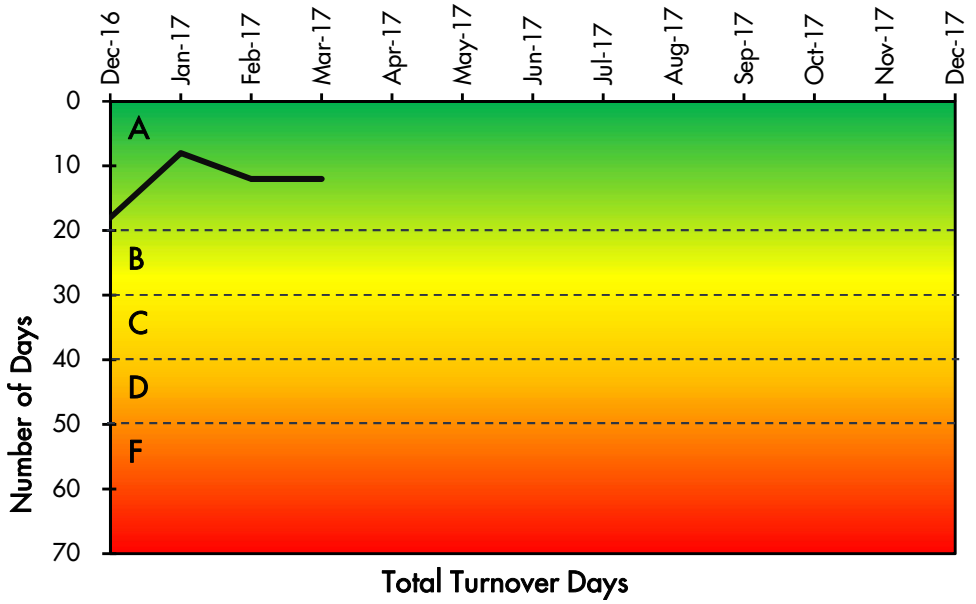
Unit Make Ready Days
March 2017

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	0	A	1	17	B
Bennett Block	-	-	None	-	-	None
Brookbend East	2	4	A	3	5	A
Brookbend West	5	2	A	6	4	A
Central Square Terrace	4	2	A	6	3	A
Cottage Street	-	-	None	-	-	None
Evergreen Knoll LP	1	0	A	1	17	B
Forest View	-	-	None	4	5	A
Harper Acres	2	0	A	3	8	A
Meadow Road	-	-	None	-	-	None
North and Gilsum	1	0	A	3	5	A
Riverbend Apartments	1	0	A	1	13	B
Scattered Sites	-	-	None	1	10	A
Stone Arch Village Family	-	-	None	-	-	None
Stone Arch Village Senior	1	5	A	1	5	A
Report Totals:	**12**	**3**	**A**	**30**	**6**	**A**



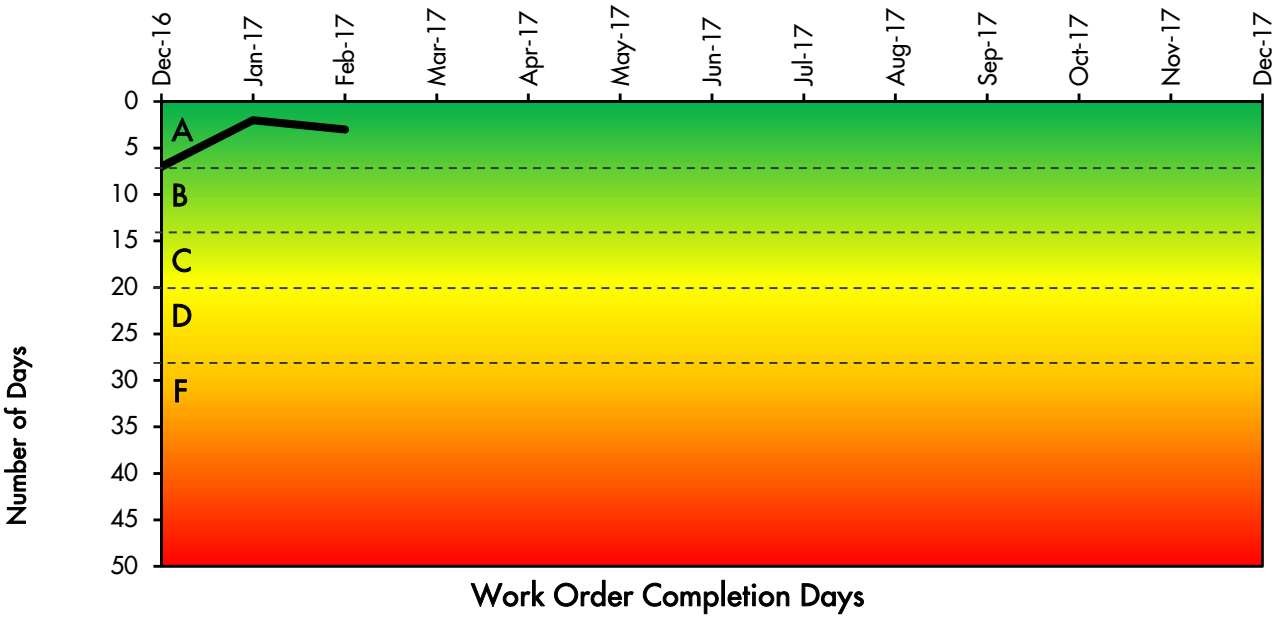
Unit Turnover
March 2017

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	28	B	1	49	D
Bennett Block	-	None	-	-	None
Brookbend East	11	A	3	11	A
Brookbend West	5	A	6	9	A
Central Square Terrace	3	A	6	5	A
Cottage Street	-	None	-	-	None
Evergreen Knoll LP	0	A	1	29	B
Forest View	-	None	4	10	A
Harper Acres	12	A	3	23	B
Meadow Road	-	None	-	-	None
North and Gilsum	0	A	3	6	A
Riverbend Apartments	2	A	1	13	A
Scattered Sites	-	None	1	20	A
Stone Arch Village Family	-	None	-	-	None
Stone Arch Village Senior	15	A	1	15	A
Report Totals:	**8**	**A**	**30**	**12**	**A**



Residential Property Non-Emergency Work Order Completion Days
March 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	4	0	None
Ash Brook Apartments	22	4	A	40	7	A
Bennett Block	4	0	A	21	0	A
Brookbend East	8	1	A	28	2	A
Brookbend West	11	1	A	35	5	A
Central Square Terrace	72	4	A	143	6	A
Cottage Street	1	0	A	6	1	A
Emerald Street House	1	1	A	10	2	A
Evergreen Knoll LP	14	1	A	23	1	A
Forest View	14	0	A	23	2	A
Harper Acres	26	1	A	98	4	A
Keene Housing Main Office	4	7	A	54	8	B
Meadow Road	1	0	A	15	9	B
North and Gilsum	17	5	A	46	6	A
Riverbend Apartments	7	2	A	32	3	A
Scattered Sites	3	1	A	20	1	A
Stone Arch Village Family	3	7	A	18	16	C
Stone Arch Village Senior	9	1	A	44	2	A
Report Totals:	**219**	**2**	**A**	**660**	**4**	**A**



Residential Property Emergency Work Order Completion Days
March 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	-	-	None
Stone Arch Village Family	-	-	None	-	-	None
Stone Arch Village Senior	-	-	None	-	-	None
Report Totals:	**0**	**0**	**None**	**1**	**0**	**P**

Keene Housing

FINANCE REPORT
MARCH 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	$359,296	$332,620	93%	620	$536	106%	587	$220	$26,676
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$1,077,888	$982,679	91%	1849	$531	105%	1761	$665	$95,209

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	$359,296	$323,023	90%	561	$576	96%	587	$220	$36,273
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$1,077,888	$958,598	89%	1678	$571	95%	1761	$665	$119,290

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	$13,570	$14,555	107%	18	$809	100%	18	$0	($985)
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$40,710	$43,665	107%	54	$809	100%	54	$0	($2,955)

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	$50,528	$52,370	104%	101	$519	101%	100	$224	($1,842)
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$151,584	$159,780	105%	301	$531	100%	300	$384	($8,196)

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	$29,759	$27,362	92%	49	$558	98%	50	$0	$2,397
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$85,753	$86,256	101%	149	$579	99%	150	$0	($503)

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 – March, 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 $521k which is a net increase of $299k from the budget of $222k.

OPERATING REVENUES are $3,889k, a net increase of $298k as compared to the budget of $3,591k. The most significant changes are related to:

VARIANCES for Revenue categories Under/(Over) compared to Budget		
(17,230)	Rent Revenue	Change in tenant rent – partly related to subsidy changes and partly increase in rent at some properties without corresponding increase in HAP.
(160,433)	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 94% or $250k less than budget.
(7,422)	Other Income	Other Income is related to miscellaneous income and is slightly over budget in various programs.
7,236	Grants	Grants funds expected to be received for FSS, CHT, CDBG. The FSS funds are on budget. CHT admin revenue is under budget by $2k, and CDBG admin revenue is under budget by $4k.
(3,489)	Management Fees	Management fees on budget.
0	Development fees	No Development fees paid or expected (MAHC).
5,510	Vacancy Loss	Vacancy Loss (reduction to revenue) are over budget for BBE and BBW by $9K due to increasing evictions. Also, slightly over budget are KAHP, Ashbrook and Emerald. Under budget for EK.
8,235	Tenants Charges	Tenants Charges (damages/fees), there are no budget for this line item.
(29,914)	Admin Funding	HUD Section 8 admin expenses are under budget so funding is also under budget. NEDs and Mainstream admin revenue is on budget.
(197,507)	Higher than Budget	Operating Revenue
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, expected to be received in April/May.
(100,481)	MTW Transfer	The 2017 MTW Non-HAP funding used for Non-HAP initiatives. KAHP Capital Impr = $47k, KHKC = $13k
(297,987)	Higher than Budget	Total Revenue

Keene Housing

OPERATING EXPENSES are on budget at $3,368k. The most significant changes are related to:

VARIANCES for Expense categories Under/(Over) compared to Budget		
30,253	Admin Expenses	Administrative Expense are all under budget at this point, except for the bank closing costs of $15k.
(23,334)	Payroll and Benefits Expenses	Benefit Expenses are running under budget by $24k. Salaries are running over budget by $45k (due to an extra pay week in the first qtr-timing).
(17,599)	Utilities Expenses	Fuel Expenses are over budget by $15k (CST over by $7) . Water & Sewer under budget by $6k. Electric is over budget by $8k (KAHP over by $21k and CST under by $9k).
63,482	Maint Expenses	Maintenance Expenses running under budget are: Flooring by $10k, Misc Equip by $10k, Maint Materials by $14k, snow removal by $6k and Grounds bv $34k. Items over budget are: Electrical by $6k and Other (CST)by $12k.
18,427	Insurance Expenses	Insurance Expenses on budget.
(242)	Property Tax Exp	Property Taxes (timing).
553	Partnership taxes	Taxes not known yet.
(17,251)	Interest Expenses	Interest Expenses is under budget except on the MAHC loan that was refinanced and incurred a prepayment penalty of $35k.
7,059	Resident services	Residential Services running under budget.
(16,930)	HAP disbursements	HAP disbursements on budget.
44,418	Lower than Budget	Operating Expenses
(56,834)	Partnership Distributions	Most have not been paid as of date. BBE was paid at $95k and budget was $50k.
13,279	MTW Transfer	The 2017 MTW Non-HAP funding used for Non-HAP initiatives. KAHP Capital Impr = $47, KHKC = $13k
862	on Budget	Total Expenses

Keene Housing

Income Statement - Comparing Actuals to Budget - YTD - as of March 31, 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
Keene Housing					
Central Office (Locals)	(42,683)	(45,926)	60,262 Higher Revenue	63,505 Higher Expenses	MTW transfer $57k in and then out $57k to funds capital projects/KHKC
Monadnock Affordable (MAHC)	(8,250)	(33,900)	(4,125) Lower Revenue	21,525 Higher Expenses	
Keene Affordable (KAHP)	58,696	119,298	55,017 Higher Revenue	(5,585) Lower Expenses	Revenue is MTW transfer in $43k to funds capital projects
Meadow Road	3,444	12,181	195 On Budget	(8,542) Lower Expenses	
Roxbury St Shelter	2,043	2,903	162 On Budget	(698) On Budget	
Section 8 Voucher Program (MTW)	203	260,964	150,760 Higher Revenue	(110,001) Lower Expenses	
Special Purpose Vouchers (Non-Elderly Disabled)	80	4,689	40,486 Higher Revenue	35,877 Higher Expenses	
Mainstream Voucher Program	26	86	4,469 Higher Revenue	4,409 Higher Expenses	
Low Income Tax Credits Properties (LIHTC)					
Brookbend East	57,639	(18,742)	(952) On Budget	75,429 Higher Expenses	Payment of partnership distribution exceeds budget by $42k
Brookbend West	42,771	45,371	(6,039) Lower Revenue	(8,639) Lower Expenses	
Evergreen Knoll	10,575	25,903	(405) On Budget	(15,733) Lower Expenses	
Riverbend	8,070	21,924	(856) On Budget	(14,710) Lower Expenses	
Stone Arch Family	7,872	31,228	(1,036) Lower Revenue	(24,392) Lower Expenses	
Stone Arch Senior	11,115	23,173	(1,952) Lower Revenue	(14,011) Lower Expenses	
Multi-Family Properties					
Central Square Terrance	51,380	53,175	7,190 Higher Revenue	5,396 Higher Expenses	
Non-Owned/Managed Properties					
Cottage Street	717	224	89 On Budget	582 On Budget	
Ashbrook	12,009	14,900	(1,116) Lower Budget	(4,007) Lower Expenses	
Emerald Street	5,121	1,736	(3,693) Lower Revenue	(312) Lower Expenses	
Fairweather Lodge	1,053	1,538	(469) On Budget	(955) On Budget	
TOTALS	221,881	520,724	297,987 Higher Revenue	(862) Higher Expenses	

(a) excluding depreciation

Keene Housing

Cash Outlay - Year to Date - as of March 31, 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)
Keene Housing											
Central Office (Locals)	2,468,736	(45,926)	(2,015)	0	(22,990)	0	(41,810)	2,644	(30,677)	2,327,962	(140,774)
Monadnock Affordable (MAHC)	271,422	(33,900)	13,246	0	0	0	(854)	9,176	0	259,090	(12,332)
Keene Affordable (KAHP)	777,158	119,298	1,006,309	(25,247)	(141,540)		(19,748)	(61,978)	0	1,654,252	877,094
Meadow Road	31,442	12,181	(7,735)	(786)	0	0	15,679	(9,425)	0	41,356	9,914
Roxbury St Shelter	34,550	2,903	(393)	0	0	0	7,643	(30,085)	20	14,638	(19,912)
Section 8 Voucher Program (MTW)	*535,763*	*260,964*	n/a	n/a	n/a	n/a	8,705	(389,922)	0	415,510	(120,253)
Special Purpose Vouchers (Non-Elderly Disabled)	*15,728*	*4,689*	n/a	n/a	n/a	n/a	(24,839)	363	19,886	15,827	99
Mainstream Voucher Program	*139,006*	*86*	n/a	n/a	n/a	n/a	(10,379)	179	10,171	139,063	57
Low Income Tax Credits (LIHTC)											
Brookbend East	*223,973*	*(18,742)*	(1,199)	(5,370)	0	0	(14,530)	116,252	0	**300,384**	76,411
Brookbend West	*147,842*	*45,371*	(1,087)	(2,877)	0	0	(10,555)	20,174	0	**198,868**	51,026
Evergreen Knoll	*61,302*	*25,903*	(6,562)	(7,701)	0	0	(20,197)	13,565	0	**66,310**	5,008
Riverbend	*165,483*	*21,924*	10,594	(3,606)	(42,475)	0	(9,206)	9,180	0	**151,894**	(13,589)
Stone Arch Family	*141,513*	*31,228*	(1,144)	(2,491)	0	0	(14,892)	285	0	**154,499**	12,986
Stone Arch Senior	*38,879*	*23,173*	(2,541)	13,486	0	0	(15,622)	3,652	0	**61,027**	22,148
Multi-Family Properties											
Central Square Terrance	*72,469*	*53,175*	(37,416)	(15,941)	(5,480)	0	(67,634)	55,893	0	**55,066**	(17,403)
Non-Owned/Managed Properties											
Cottage Street	*4,197*	*224*	0	3,467	0	0	1,236	(7,846)	0	**1,278**	(2,919)
Ash Brook	*36,909*	*14,900*	(6,769)	(2,108)	0	0	(3,830)	(3,087)	0	**36,015**	(894)
Emerald Street	*5,600*	*1,736*	(4,198)	(961)	0	0	(3,221)	4,889	0	**3,845**	(1,755)
Fairweather Lodge	*306*	*1,538*	0	(5)	0	0	838	677	0	**3,354**	3,048
TOTAL	5,172,278	520,724	959,090	(50,140)	(212,485)	0	(223,216)	(265,414)	(600)	5,900,237	727,959

(a) excluding depreciation

Keene Housing

Balance Sheet Summary - Assets - as of March 31, 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
Keene Housing									
Central Office (Locals)	1,227,570	1,100,392	0	0	0	10,698,897	122,863	436,312	13,586,034
Monadnock Affordable (MAHC)	259,090	0	0	0	0	1,016,571	1,430,490	559,531	3,265,682
Keene Affordable (KAHP)	1,654,252	216,604	633,618	0	0	87,017	17,673,961	26,327	20,291,779
Meadow Road	41,356	26,140	56,941	0	0	11,416	664,884	0	800,737
Roxbury St Shelter	14,638	0	0	0	0	2,190	445,943	0	462,771
Section 8 Voucher Program (MTW)	*415,510*	*0*	*0*	*0*	*0*	*3,392*	*2,833*	*0*	*421,735*
Special Purpose Vouchers (Non-Elderly Disabled)	*15,827*	*0*	*0*	*0*	*0*	*18,989*	*0*	*0*	*34,816*
Mainstream Voucher Program	*139,063*	*0*	*0*	*0*	*0*	*208*	*0*	*0*	*139,271*
Low Income Tax Credits (LIHTC)									
Brookbend East	*300,384*	*34,684*	*134,980*	*195,120*	*0*	*25,730*	*6,033,257*	*63,665*	*6,787,820*
Brookbend West	*198,868*	*52,101*	*79,982*	*175,111*	*0*	*20,780*	*5,612,707*	*42,965*	*6,182,514*
Evergreen Knoll	*66,310*	*36,031*	*145,943*	*86,418*	*0*	*13,473*	*3,038,913*	*4,263*	*3,391,351*
Riverbend	*151,894*	*34,426*	*52,463*	*37,810*	*0*	*8,873*	*1,352,922*	*0*	*1,638,388*
Stone Arch Family	*154,499*	*55,820*	*67,610*	*89,874*	*0*	*10,582*	*2,798,105*	*9,204*	*3,185,694*
Stone Arch Senior	*61,027*	*53,840*	*107,459*	*122,710*	*0*	*15,566*	*3,107,396*	*16,848*	*3,484,846*
Multi-Family Properties									
Central Square Terrance	*55,066*	*116,621*	*200,404*	*0*	*16,449*	*3,862*	*1,542,812*	*36,272*	*1,971,486*
Non-Owned/Managed Properties									
Cottage Street (MFS)	*1,278*	*4,595*	*7,980*	*12,581*	*6,087*	*2,557*	*413,409*	*6,000*	*454,487*
Ash Brook (MHO)	*36,015*	*28,115*	*67,617*	*0*	*8,843*	*505*	*654,588*	*5,588*	*801,271*
Emerald Street (CHO)	*3,845*	*5,355*	*67,347*	*0*	*3,044*	*1,286*	*139,882*	*0*	*220,759*
Fairweather Lodge (CHO)	*3,354*	*2,550*	*12,666*	*0*	*0*	*1,220*	*23,276*	*0*	*43,066*
TOTALS	**4,799,845**	**1,767,274**	**1,635,010**	**719,624**	**34,423**	**11,943,114**	**45,058,241**	**1,206,975**	**67,164,506**

(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 March 31, 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
Keene Housing								
Central Office (Locals)	0	0	0	25,177	1,906	13,616,193	(57,242)	13,586,034
Monadnock Affordable (MAHC)	0	0	0	10,580	519,273	2,782,540	(46,710)	3,265,683
Keene Affordable (KAHP)	7,494	21,432	0	185,849	16,185,121	3,959,199	(67,315)	20,291,780
Meadow Road	0	90,551	0	(3,118)	558,476	152,627	2,201	800,737
Roxbury St Shelter	0	38,415	0	0	293,770	129,631	955	462,771
Section 8 Voucher Program (MTW)	*8,101*	*51,624*	*0*	*15,309*	*0*	*85,987*	*260,714*	*421,735*
Special Purpose Vouchers (Non-Elderly Disabled)	*0*	*0*	*0*	*1,614*	*0*	*28,513*	*4,689*	*34,816*
Mainstream Voucher Program	*0*	*0*	*0*	*2,370*	*0*	*136,815*	*86*	*139,271*
Low Income Tax Credits (LIHTC)								
Brookbend East	*94,859*	*2,554*	*0*	*17,505*	*1,268,178*	*5,471,901*	*(67,176)*	*6,787,821*
Brookbend West	*0*	*2,254*	*0*	*40,673*	*1,728,901*	*4,409,703*	*983*	*6,182,514*
Evergreen Knoll	*0*	*0*	*0*	*34,616*	*1,809,978*	*1,555,701*	*(8,944)*	*3,391,351*
Riverbend	*0*	*127,737*	*0*	*56,685*	*601,973*	*844,900*	*7,094*	*1,638,389*
Stone Arch Family	*0*	*0*	*0*	*23,419*	*593,573*	*2,564,761*	*3,944*	*3,185,697*
Stone Arch Senior	*1,825*	*0*	*0*	*29,702*	*580,204*	*2,880,748*	*(7,632)*	*3,484,847*
Multi-Family Properties								
Central Square Terrance	*1,176*	*82,136*	*914,911*	*85,699*	*2,874,529*	*(2,017,931)*	*30,964*	*1,971,484*
Non-Owned/Managed Properties								
Cottage Street	*0*	*0*	*0*	*2,691*	*498,130*	*(43,592)*	*(2,742)*	*454,487*
Ash Brook	*0*	*1,070*	*0*	*17,811*	*792,401*	*(12,946)*	*2,935*	*801,271*
Emerald Street	*400*	*562*	*0*	*4,676*	*165,471*	*50,276*	*(624)*	*220,761*
Fairweather Lodge	*0*	*2,000*	*0*	*3,180*	*0*	*37,240*	*646*	*43,066*
TOTALS	**113,855**	**420,335**	**914,911**	**554,438**	**28,471,884**	**36,632,266**	**56,826**	**67,164,515**

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
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 & GREEN	FEE FOR SERVICE	RENEWED 9/1/16	08/31/17
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 3/21/17	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	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
RFP	126-EL	03/17/17-04/13-17	ELECTRICAL	AGENCY WIDE			ISSUED RFP	
RFP	125-TR	03/17/17-04/14/17	TRASH REMOVAL	AGENCY WIDE			ISSUED RFP	

KEY:

IFB Invitation for Bid

QBS Qualifications Based Selection

RFB Request for Bid

RFP Request for Proposal/Procurement

RFQ Request for Quote/ Qualifications

April 2017

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

Keene Housing

May 2017

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

Keene Housing