Keene Housing

Keene Housing
Board of Commissioners Meeting
January 18, 2017

North and Gilsum
Kids Holiday Bazaar

Meeting Location:
Keene Housing
831 Court Street
Keene, NH 03431

Keene Housing

Board of Commissioners Meeting
Wednesday, January 18, 2017
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Keene Housing

BOARD OF COMMISSIONERS MEETING
WEDNESDAY, JANUARY 18, 2017
12:00 P.M.
KEENE HOUSING
831 COURT STREET, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

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

IV. Executive Director's Report

V. Management Report

VI. Finance Report

VII. Old Business

VIII. New Business

a. Keene Housing Kids Collaborative Update

b. Approval of Executive Director Travel (Resolution No. 568)

c. Approval of Signatories for Bank Accounts (Resolution No. 569)

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, December 21, 2016

Chairperson Robator called the Keene Housing Board of Commissioners meeting to order at 12:04 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
- Jennifer Marsh, Commissioner

Absent:
- Pam Slack, Commissioner

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

MINUTES:

Chairperson Robator called for approval of the November 23, 2016 Board of Commissioners meeting minutes. Commissioner Moses made a motion to approve the minutes. Commissioner Mack seconded the motion, which upon being put to vote, the minutes passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Secretary Meehan wished the Board of Commissioners Happy Holidays. He announced lunch will be provided to Commissioners at future Board meetings. Due to time limitations, no additional topics were presented. Chairperson Robator expressed his sincere appreciation of staff's accomplishments in 2017 and wished everyone a Happy Holiday season.

MANGEMENT REPORT:

No topics were presented.

FINANCE REPORT:

No topics were presented.

OLD BUSINESS:

No topics were presented.

NEW BUSINESS:

Resolution No. 562 – Approval of Fiscal Year 2017 Operating and Capital Budget

The Keene Housing Board of Commissioners authorizes the adoption of the proposed consolidated Keene Housing 2017 Operating and Capital Budget as presented, and further authorizes the Director of Finance to make necessary line item adjustment at the discretion of the Executive Director not to exceed a 10% increase or the aggregate total not to exceed $100,000, pursuant to the December 12, 2016 memorandum from Linda Griffin, Finance Director to Joshua 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. 563 – Approval of Bad Debt Write-offs for Fiscal Year 2016

The Keene Housing Board of Commissioners authorizes the Finance Department to write-off tenant's old accounts receivable for approximately $43,926 as uncollectible bad debt for the fiscal year ending December 31, 2015 and an additional $20,367 as uncollectible bad debt for the fiscal year ending December 31, 2014 pursuant to the December 10, 2016 memorandum from Linda Griffin, Finance Director to Joshua Meehan, Executive Director. Commissioner Moses moved the motion to approve the resolution. Commissioner Marsh seconded the motion, which upon being put to vote, was passed unanimously. Chairperson Robator asked that the minutes reflect these numbers are outstanding and acknowledged the efforts of the Housing and Finance staff.

Resolution No. 564 – Approval of 2017 Voucher Payment Standard

The Keene Housing Board of Commissioners approves no change in the Voucher Payment Standards in FY 2017, pursuant to the December 12, 2016 memorandum from the Director of Programs and Services Denise C. Pratt to Executive Director Joshua R. Meehan. Commissioner Mack moved the motion to approve the resolution. Commissioner Marsh seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 565 – Approval of Moving to Work (MTW) Administrative Plan

The Keene Housing Board of Commissioners approves revisions to the Moving to Work Administrative Plan for the Moving to Work Housing Choice Voucher Program; and further authorizes the Executive Director to make any corrections necessary, pursuant to the December 13, 2016 memorandum from Planning and Policy Analyst April A. Buzby to Executive Director Joshua R. Meehan. Commissioner Moses moved the motion to approve the resolution. Commissioner Mack seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 566 – Approval of a Local Voucher Payment Standard MTW Plan Amendment

The Keene Housing Board of Commissioners authorize the Executive Director to submit an amendment to the Fiscal Year 2016 Moving to Work Annual Plan requesting approval of a local voucher payment standard initiative, pursuant to the December 13, 2016 memorandum from Planning and Policy Analyst April A. Buzby to Executive Director Joshua R. Meehan. Commissioner Mack moved the motion to approve the resolution. Commissioner Marsh seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 567 – Approval of Amended 2015 – 2020 Strategic Plan

Commissioner Mack stated Keene Housing accomplished a lot since 2015 and expressed concern that the Agency may miss an opportunity to set new goals in the amended Strategic Plan. Secretary Meehan stated several large projects are slated for 2017 including the energy retrofit, refinancing loans, a new development, Bennett Block in addition to day to day operations. He feels the Agency's internal bandwidth will reach maximum output. The Board of Commissioners agreed to revisit goal setting in 2017. The Keene Housing Board of Commissioners approves revisions to the 2015-2020 Strategic Plan pursuant to the December 15, 2016 memorandum from Joshua R. Meehan, Executive Director to the Keene Housing Board of Commissioners. Commissioner Mack moved the motion to

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

Informational Memo: Babies at Work

Ms. Wright reviewed Keene Housing's Babies at Work Program.

Review of Annual Conflict of Interest Statements

The Keene Housing Board of Commissioners reviewed the Annual Conflict of Interest Statements. Commissioner Moses disclosed a potential conflict as being a building contractor who may bid on future projects. Chairperson Robator disclosed that NBT Bank submitted a proposal to become Keene Housing's primary bank. The Board acknowledged the potential conflicts and will ask Commissioner Moses and Chairperson Robator to recuse themselves during any discussions related to the conflict.

PUBLIC COMMENT:

No members of the public were in attendance.

NON-PUBLIC SESSION:

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

Commissioner Mack made a motion to adjourn the meeting. Commissioner Marsh seconded the motion, which upon being put to vote, was passed unanimously. There being no further business, Chairperson Robator adjourned the Board meeting at 12:36 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

1/3/17
Date

Keene Housing

Resolution No. 568

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

   Approval of Executive Director Travel

2. Date of Board Meeting: January 18, 2017

3. Proposed Board Resolution:

   Resolution: That the Keene Housing Board of Commissioners authorizes Executive Director Meehan to travel to Chicago, Illinois for the Public Housing Authorities Directors Association (PHADA) 2017 Annual Convention & Exhibition, which runs from April 30, 2017 – May 2, 2017, pursuant to the memorandum dated January 6, 2017 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: 1/6/2017

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: 1/6/17

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Amy Wright, Director of Administration
Subject: Executive Director Travel
Date: January 6, 2017

This memorandum recommends that the Keene Housing Board of Commissioners authorizes Executive Director Meehan to travel to Chicago, Illinois for the Public Housing Authorities Directors Association (PHADA) 2017 Annual Convention & Exhibition, which runs from April 30, 2017 – May 2, 2017.

The convention provides Secretary Meehan the opportunity to learn the latest legislative, budgetary and regulatory matters affecting housing authorities. Topics include the Fiscal Year 2017 budget as well as the new Administration's proposed Fiscal Year 2018 budget and its legislative plans for housing and community development programs.

Although no arrangements have been made, pending Board approval, the total cost for travel and accommodations is not expected to exceed $3,000.

RECOMMENDATION

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

> **Resolution:** That the Keene Housing Board of Commissioners authorizes Executive Director Meehan to travel to Chicago, Illinois for the Public Housing Authorities Directors Association (PHADA) 2017 Annual Convention & Exhibition, which runs from April 30, 2017 – May 2, 2017, pursuant to the memorandum dated January 6, 2017 from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director.

Keene Housing

Resolution No. 569

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item: Approval of Signatories for Bank Accounts.

2. Date of Board Meeting: 1/18/2017

3. Proposed Board Resolution:

Pursuant to the January 12, 2017 memorandum from Linda Griffin, Director of Finance to the Executive Director, Joshua Meehan, that the Keene Housing Board of Commissioners authorize Mascoma Savings Bank ("Bank") be, and it is hereby designated a depository of Keene Housing and Affiliates and that funds so deposited may be withdrawn upon a check, draft, note, or order of Keene Housing.

Any one signature will be required on each withdrawal from any of KH or Affiliates' accounts. Two signatures are required for a withdrawal over $10,000.

Name: Linda S. Griffin Title: Director of Finance
Name: Joshua R. Meehan Title: Executive Director
Name: Lee K. Robator Title: Board Chair

Whose signature shall be duly certified to said Bank, and that no checks, drafts, notes or orders drawn against said Bank shall be valid unless so signed.

Be it further resolved, that said Bank is hereby authorized and directed to honor and pay any checks, drafts, notes or orders so drawn, whether such checks, drafts, notes or orders be payable to the order of any such persons signing said checks, drafts, notes or orders, or to the individual credit of any of the other officers or not. This resolution shall continue in force and said Bank may consider the facts concerning the holders of said offices, respectively, and their signatures to be and continue as set forth in the Secretary until written notice to the contrary is duly served on said Bank.

4. All Backup Attached?

Yes X No ☐

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

5. Department Head Approval Signature _____ Date: _____

Keene Housing

6. Statement of availability of funds by Finance Manager

Funds Budgeted and Available Yes☐ No X Source _____

Account #_____

Finance Manager Approval Signature _____ Date: 1/12/2017

7. Executive Director Approval Signature _____ Date: 1/12/17

Keene Housing

MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Linda Griffin, Director Finance
Subject: **Approval of Signatories for Bank Accounts**
Date: January 12, 2017

This memorandum recommends that KH authorize the following individuals as bank signatories for all Keene Housing and Affiliates' accounts at Mascoma Bank. KH is moving its primary banking relationship from TD Bank to Mascoma Bank. The Bank has asked for an updated resolution.

RECOMMENDATION

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

Resolution: The Keene Housing Board of Commissioners authorize Mascoma Savings Bank ("Bank") be, and it is hereby designated a depository of Keene Housing and Affiliates and that funds so deposited may be withdrawn upon a check, draft, note, or order of Keene Housing.

Any one signature will be required on each withdrawal from any of KH or Affiliates' accounts. Two signatures are required for a withdrawal over $10,000.

Name: Linda S. Griffin	Title: Director of Finance
Name: Joshua R. Meehan	Title: Executive Director
Name: Lee K. Robator	Title: Board Chair

Whose signature shall be duly certified to said Bank, and that no checks, drafts, notes or orders drawn against said Bank shall be valid unless so signed.

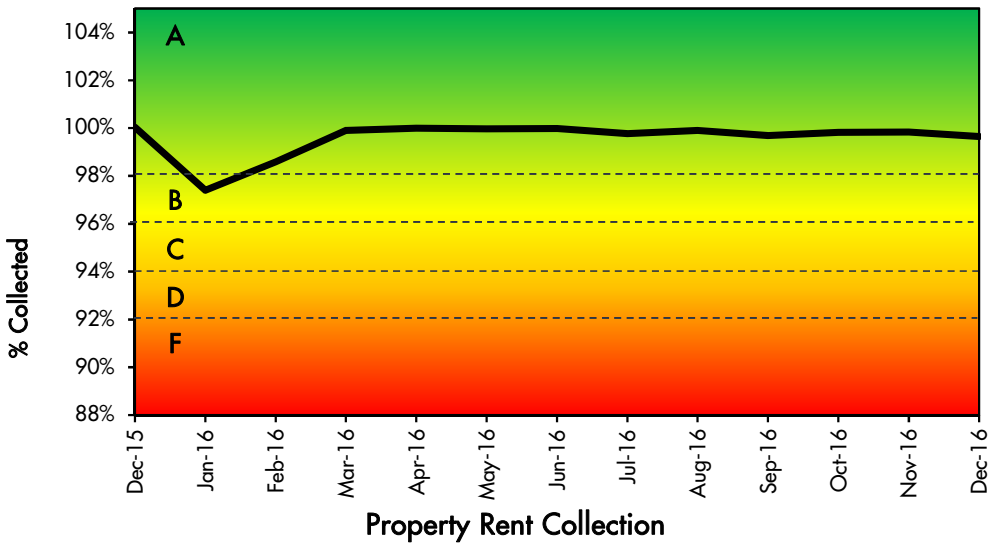
Be it further resolved, that said Bank is hereby authorized and directed to honor and pay any checks, drafts, notes or orders so drawn, whether such checks, drafts, notes or orders be payable to the order of any such persons signing said checks, drafts, notes or orders, or to the individual credit of any of the other officers or not. This resolution shall continue in force and said Bank may consider the facts concerning the holders of said offices, respectively, and their signatures to be and continue as set forth in the Secretary until written notice to the contrary is duly served on said Bank.

Keene Housing

MANAGEMENT REPORT
DECEMBER 2016

Residential Property Rent Collection Report
December 2016

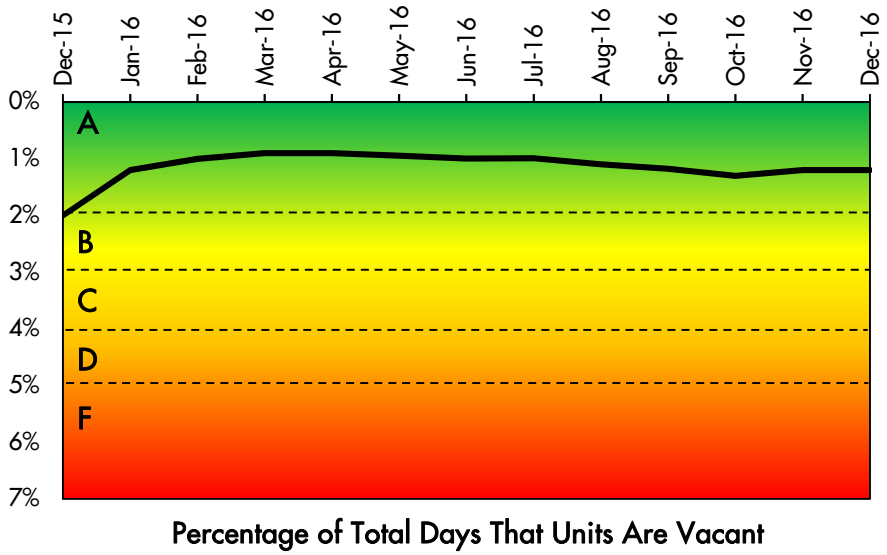
Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$10,696	$10,696	100.0%	A	$114,453	$114,453	100.0%	A
Bennett Block	$4,193	$4,280	102.1%	A	$49,122	$48,968	99.7%	A
Brookbend East	$15,718	$14,288	90.9%	D	$168,884	$165,837	98.2%	A
Brookbend West	$10,271	$9,276	90.3%	D	$112,979	$111,840	99.0%	A
Central Square Terrace	$26,471	$26,376	99.6%	A	$300,357	$300,203	99.9%	A
Cottage Street	$1,146	$1,193	104.1%	A	$12,097	$12,077	99.8%	A
Evergreen Knoll LP	$15,239	$14,847	97.4%	B	$148,935	$148,640	99.8%	A
Forest View	$18,481	$17,444	94.4%	C	$193,760	$192,607	99.4%	A
Harper Acres	$42,740	$42,265	98.9%	A	$489,755	$489,369	99.9%	A
Meadow Road Apartments	$5,895	$5,895	100.0%	A	$70,108	$70,006	99.9%	A
North and Gilsum	$17,340	$17,333	100.0%	A	$190,924	$190,242	99.6%	A
Riverbend Apartments	$10,052	$9,819	97.7%	B	$110,180	$109,550	99.4%	A
Scattered Sites	$9,689	$9,689	100.0%	A	$100,482	$100,222	99.7%	A
Stone Arch Village Family	$8,073	$7,918	98.1%	A	$95,527	$95,403	99.9%	A
Stone Arch Village Senior	$12,664	$12,654	99.9%	A	$141,118	$141,118	100.0%	A
Totals	**$208,668**	**$203,973**	**97.75%**	**B**	**$2,298,681**	**$2,290,534**	**99.65%**	**A**



Monthly Vacancy Report

December 2016

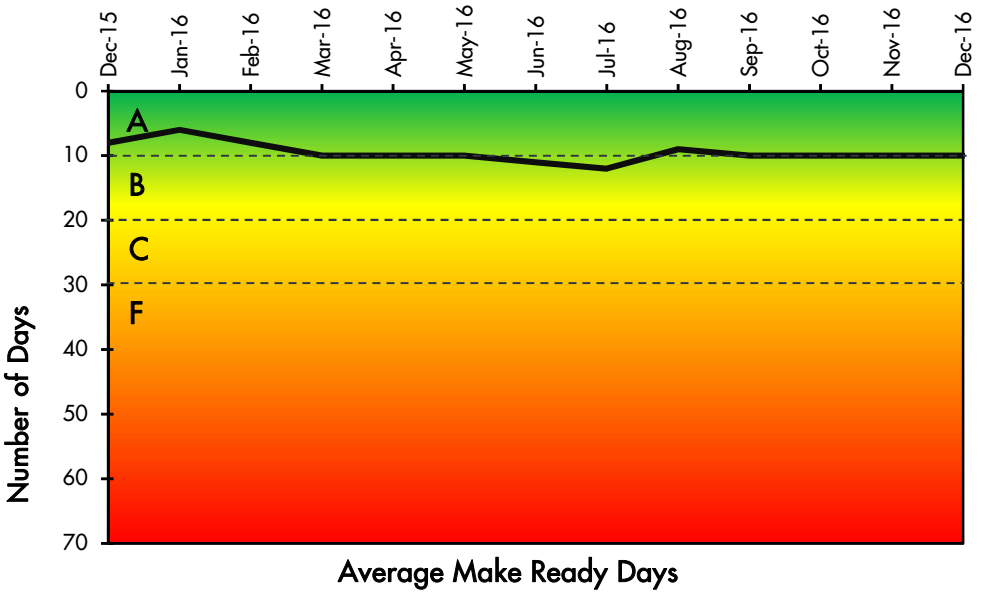
Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	744	0	0.0%	A	1.4%	A
Bennett Block	14	434	0	0.0%	A	0.5%	A
Brookbend East	40	1240	56	4.5%	D	1.5%	A
Brookbend West	35	1085	12	1.1%	A	1.4%	A
Central Square Terrace	90	2790	44	1.6%	A	1.4%	A
Cottage Street	3	93	0	0.0%	A	0.0%	A
Evergreen Knoll LP	32	992	0	0.0%	A	1.5%	A
Forest View	38	1178	31	2.6%	B	1.5%	A
Harper Acres	112	3472	16	0.5%	A	1.0%	A
Meadow Road	18	558	0	0.0%	A	0.4%	A
North and Gilsum	29	899	31	3.4%	C	2.3%	B
Riverbend Apartments	24	744	0	0.0%	A	2.1%	B
Scattered Sites	18	558	15	2.7%	B	1.0%	A
Stone Arch Village Family	24	744	0	0.0%	A	0.8%	A
Stone Arch Village Senior	33	1023	0	0.0%	A	0.2%	A
Report Totals:	**534**	**16,554**	**205**	**1.2%**	**A**	**1.2%**	**A**



Percentage of Total Days That Units Are Vacant

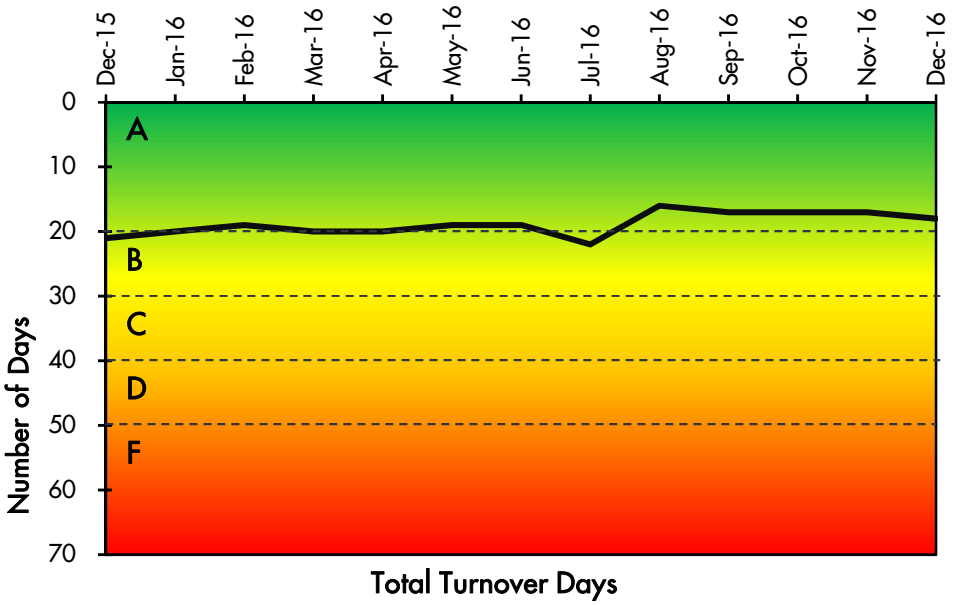
Unit Make Ready Days
December 2016

Community	Number of Units Turned	Avg. Make Ready Days for Month	Monthly Grade	YTD Number of Units Turned	YTD Avg. Make Ready Days	YTD Grade
Ash Brook Apartments	-	-	None	3	17	B
Bennett Block	-	-	None	1	25	C
Brookbend East	2	6	A	7	8	A
Brookbend West	2	7	A	8	11	B
Central Square Terrace	3	0	A	14	5	A
Cottage Street	-	-	None	-	-	None
Evergreen Knoll LP	-	-	None	7	8	A
Forest View	2	0	A	8	4	A
Harper Acres	1	1	A	16	9	A
Meadow Road	-	-	None	1	20	B
North and Gilsum	1	21	C	6	19	B
Riverbend Apartments	-	-	None	6	13	B
Scattered Sites	1	14	B	4	11	A
Stone Arch Village Family	-	-	None	2	20	B
Stone Arch Village Senior	-	-	None	1	19	B
Report Totals:	**18**	**5**	**A**	**84**	**10**	**A**



Unit Turnover
December 2016

Community	Avg. Total Turn-around Days For Month	Monthly Grade	YTD Number of Units Turned	YTD Avg. Total Turnaround Days	YTD Grade
Ash Brook Apartments	-	None	3	37	C
Bennett Block	-	None	1	2	A
Brookbend East	15	A	7	18	A
Brookbend West	9	A	8	19	A
Central Square Terrace	5	A	14	12	A
Cottage Street	-	None	-	-	None
Evergreen Knoll LP	-	None	7	16	A
Forest View	8	A	8	16	A
Harper Acres	1	A	16	11	A
Meadow Road	-	None	1	29	B
North and Gilsum	30	B	6	35	C
Riverbend Apartments	-	None	6	23	B
Scattered Sites	15	A	4	15	A
Stone Arch Village Family	-	None	2	27	B
Stone Arch Village Senior	-	None	1	23	B
Report Totals:	**7**	**A**	**84**	**18**	**A**

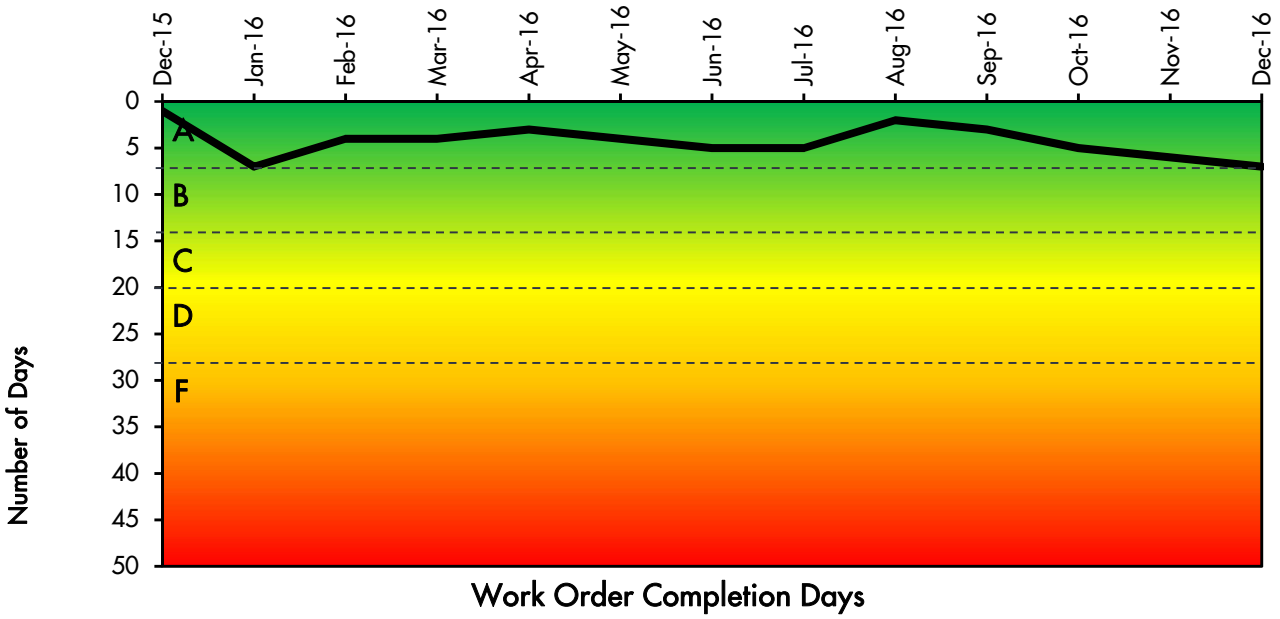


Residential Property Emergency Work Order Completion Days
December 2016

Community	Number of Work Orders	Average Days To Complete	Monthly Grade	YTD Number of Work Orders	YTD Average Days To Complete	YTD Grade
139 Roxbury Street	-	-	None	-	-	None
Ash Brook Apartments	-	-	None	-	-	None
Bennett Block	-	-	None	1	0	P
Brookbend East	-	-	None	1	0	P
Brookbend West	-	-	None	-	-	None
Central Square Terrace	-	-	None	1	0	P
Cottage Street	-	-	None	-	-	None
Emerald Street House	-	-	None	-	-	None
Evergreen Knoll LP	-	-	None	-	-	None
Forest View	-	-	None	-	-	None
Harper Acres	-	-	None	1	0	P
Keene Housing Main Office	-	-	None	-	-	None
Meadow Road	-	-	None	-	-	None
North and Gilsum	-	-	None	-	-	None
Riverbend Apartments	-	-	None	-	-	None
Scattered Sites	-	-	None	-	-	None
Stone Arch Village Family	-	-	None	-	-	None
Stone Arch Village Senior	-	-	None	1	0	P
Report Totals:	**0**	**0**	**None**	**5**	**0**	**P**

Residential Property Non-Emergency Work Order Completion Days
December 2016

Community	Number of Work Orders	Avg Days to Complete	Monthly Grade	YTD Number of Work Orders	YTD Avg Days to Complete	YTD Grade
139 Roxbury Street	2	0	A	39	22	D
Ash Brook Apartments	5	2	A	119	6	A
Bennett Block	2	1	A	114	10	B
Brookbend East	13	0	A	217	5	A
Brookbend West	13	1	A	212	6	A
Central Square Terrace	43	1	A	683	4	A
Cottage Street	3	0	A	27	1	A
Emerald Street House	3	1	A	35	6	A
Evergreen Knoll LP	6	6	A	135	8	B
Forest View	16	1	A	275	5	A
Harper Acres	22	0	A	751	5	A
Keene Housing Main Office	6	0	A	88	8	B
Meadow Road	5	0	A	92	2	A
North and Gilsum	15	3	A	257	10	B
Riverbend Apartments	7	0	A	111	7	A
Scattered Sites	9	0	A	155	6	A
Stone Arch Village Family	5	1	A	127	9	B
Stone Arch Village Senior	9	0	A	280	6	A
Report Totals:	**184**	**1**	**A**	**3,717**	**7**	**A**



Keene Housing

FINANCE REPORT
DECEMBER 2016

The December Finance Report will be presented at the February Board Meeting.

Programs and Services FY 2016 HAP & Leasing Utilization Schedule

Moving to Work (MTW)

Month	HAP Budget Authority	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$381,956	$314,848	82%	591	$533	101%	587	$100	$67,108
February	$381,956	$316,143	83%	586	$539	100%	587	$300	$65,813
March	$381,956	$321,300	84%	589	$546	100%	587	$877	$60,656
April	$381,956	$319,930	84%	590	$542	101%	587	$0	$62,026
May	$381,956	$318,933	83%	586	$544	100%	587	$200	$63,023
June	$381,956	$317,276	83%	592	$536	101%	587	$200	$64,680
July	$381,956	$320,859	84%	591	$543	101%	587	$200	$61,097
August	$381,956	$321,120	84%	595	$540	101%	587	$200	$60,836
September	$381,956	$326,746	86%	598	$546	102%	587	$1,360	$55,210
October	$381,956	$324,367	85%	603	$538	103%	587	$400	$57,589
November	$381,956	$325,305	85%	604	$539	103%	587	$222	$56,651
December	$381,956	$325,549	85%	605	$538	103%	587	$200	$56,407
Total	$4,583,472	$3,852,376	84%	7130	$540	101%	7044	$4,259	$731,096

MTW without Transitional Housing Assistance Shelter Program (THASP) and Project MARCH

Month	HAP Budget Authority	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$381,956	$308,353	81%	535	$576	91%	587	$100	$73,603
February	$381,956	$309,108	81%	534	$579	91%	587	$300	$72,848
March	$381,956	$314,120	82%	535	$587	91%	587	$877	$67,836
April	$381,956	$313,170	82%	537	$583	91%	587	$0	$68,786
May	$381,956	$311,888	82%	534	$584	91%	587	$200	$70,068
June	$381,956	$310,316	81%	536	$579	91%	587	$200	$71,640
July	$381,956	$314,339	82%	536	$586	91%	587	$200	$67,617
August	$381,956	$314,125	82%	539	$583	92%	587	$200	$67,831
September	$381,956	$320,001	84%	546	$586	93%	587	$1,360	$61,955
October	$381,956	$317,507	83%	548	$579	93%	587	$400	$64,449
November	$381,956	$318,485	83%	550	$579	94%	587	$222	$63,471
December	$381,956	$318,832	83%	554	$576	94%	587	$200	$63,124
Total	$4,583,472	$3,770,244	82%	$6,484	$581	92%	$7,044	$4,259	$813,228

Affordable Housing Preservation Program

Month	HAP Budget Authority	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$13,524	$14,599	108%	18	$811	100%	18	$0	($1,075)
February	$13,524	$14,611	108%	18	$812	100%	18	$0	($1,087)
March	$13,525	$14,611	108%	18	$812	100%	18	$0	($1,086)
April	$13,525	$14,611	108%	18	$812	100%	18	$0	($1,086)
May	$13,525	$14,623	108%	18	$812	100%	18	$0	($1,098)
June	$13,525	$14,498	107%	18	$805	100%	18	$0	($973)
July	$13,525	$14,498	107%	18	$805	100%	18	$0	($973)
August	$13,525	$14,498	107%	18	$805	100%	18	$0	($973)
September	$13,525	$13,622	101%	17	$801	94%	18	$0	($97)
October	$13,525	$14,441	107%	18	$802	100%	18	$0	($916)
November	$13,525	$14,415	107%	18	$801	100%	18	$0	($890)
December	$58,465	$14,555	25%	18	$809	100%	18	$0	$43,910
Total	$207,238	$173,582	107%	215	$807	100%	216	$0	$33,656

Non-Elderly Disabled (NEDs)

Month	HAP Budget Authority	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$13,524	$55,909	104%	101	$554	101%	100	$0	($2,380)
February	$13,524	$56,137	105%	100	$561	100%	100	$0	($2,609)
March	$13,525	$56,016	105%	101	$555	101%	100	$0	($2,488)
April	$13,525	$54,670	102%	99	$552	99%	100	$150	($1,142)
May	$13,525	$55,631	104%	97	$574	97%	100	$48	($2,103)
June	$13,525	$55,196	103%	97	$569	97%	100	$0	($1,668)
July	$13,525	$55,267	103%	99	$558	99%	100	$0	($1,739)
August	$13,525	$55,408	104%	99	$560	99%	100	$80	($1,880)
September	$13,525	$53,956	101%	99	$545	99%	100	$160	($428)
October	$13,525	$53,597	100%	98	$547	98%	100	$80	($69)
November	$13,525	$53,692	100%	99	$542	99%	100	$0	($164)
December	$58,465	$52,158	97%	98	$532	98%	100	$0	$1,370
Total	$207,238	$657,637	102%	1187	$554	99%	1200	$518	($15,300)

Mainstream

Month	HAP Budget Authority	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$27,670	$26,905	97%	49	$549	98%	50	$0	$765
February	$27,670	$26,586	96%	49	$543	98%	50	$0	$1,084
March	$27,670	$26,779	97%	50	$536	100%	50	$0	$891
April	$28,696	$26,362	92%	49	$538	98%	50	$0	$2,334
May	$28,696	$26,316	92%	48	$548	96%	50	$0	$2,380
June	$28,696	$27,881	97%	50	$558	100%	50	$0	$815
July	$27,226	$28,104	103%	50	$562	100%	50	$0	($878)
August	$27,226	$28,186	104%	50	$564	100%	50	$0	($960)
September	$27,226	$29,915	110%	51	$587	102%	50	$0	($2,689)
October	$28,938	$30,146	104%	53	$569	106%	50	$0	($1,208)
November	$28,939	$29,175	101%	51	$572	102%	50	$0	($236)
December	$28,939	$29,659	102%	51	$582	102%	50	$0	($720)
Total	$337,592	$336,014	100%	601	$559	100%	600	$0	$1,578

FY16 utilization targets are 98% in NEDs, AHPP, and Mainstream, 93% in MTW without THASP and Project MARCH, 101% with.*

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

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

Keene Housing
Solicitation Log

Type	Solicitation #	Solicitation Dates	Description of Services	Dept.	Firm/Vendor	Comments/Contract Value	Contract Status	EXPIRATION DATES
RFP	101-TA	10/18/12 - 11/16/12	TECHNICAL ASSISTANCE	AGENCY WIDE	EDGEMERE CONSULTING	< $50,000.00	**EXPIRED**	01/15/16
RFP	102-GD	12/18/12 - 01/22/13	GRAPHIC DESIGN	AGENCY WIDE	IMARC, LLC	$14,875.00	**EXPIRED**	03/01/16
RFP	103-WD	12/18/12 - 01/22/13	WEB DESIGN	AGENCY WIDE	IMARC, LLC	$37,625.00	**EXPIRED**	09/01/13
RFQ	104-LA	04/15/14 - 11/15/14	LAWN MAINTENANCE	AGENCY WIDE	JM CONSTRUCTION	< $82,481.37	**EXPIRED**	11/15/14
RFP	105-DC	04/08/13 - 05/09/13	DEVELOPMENT CONSULTING	AGENCY WIDE	TAG ASSOCIATES	< $50,000.00	**EXPIRED**	08/15/16
RFP	106-CA	05/17/13 - 06/21/13	CAPITAL NEEEDS ASSESSMENT	KAHP/139 ROXBURY ST	GDS ASSOCIATES	$7,969.00	**EXPIRED**	10/22/13
RFQ	107-SR	07/23/13 - 08/19/13	SNOW REMOVAL	KAHP/MEADOW/COTTAGE	AGM LANDSCAPING	$25,750.00	RENEWED 9/20/16	05/15/17
RFQ	108-HS	07/31/13 - 08/23/13	HEATING/AC/AH	AGENCY WIDE	GARY JACKSON HEATING	$19,030.00	**EXPIRED**	09/14/16
RFQ	109-FS	08/05/13 - 08/30/13	FLOORING SERVICES	AGENCY WIDE	SYD'S CARPET & SNOOZE ROOM	FEE FOR SERVICE	**EXPIRED**	10/19/15
RFP	110-AE	03/21/14 - 04/21/14	ARCHITECT/ENGINEERING	AGENCY WIDE	WELLER & MICHAL	FEE FOR SERVICE	RENEWED 5/13/16	05/13/19
		03/21/14 - 04/21/14	ARCHITECT/ENGINEERING	AGENCY WIDE	STEVENS & ASSOCIATES	FEE FOR SERVICE	RENEWED 6/15/16	06/14/19
		03/21/14 - 04/21/14	ARCHITECT/ENGINEERING	AGENCY WIDE	DIETZ ASSOCIATES	FEE FOR SERVICE	RENEWED 9/27/16	10/16/19
RFP	111-TR	03/15/14 - 03/28/14	TRASH REMOVAL	AGENCY WIDE	WASTE MANAGEMENT	FEE FOR SERVICE	RENEWED 3/31/16	04/30/17
RFP	112-EL	04/12/14 -04/28/14	ELECTRICAL	AGENCY WIDE	TATTERSALL ELECTRIC	FEE FOR SERVICE	EXECUTED 5/15/15	05/14/17
RFP	113-PG	04/26/14 - 05/12/14	PROPANE GAS HEATING	AGENCY WIDE	KEENE GAS	1.27/1.37 PER GALLON	RENEWED 7/1/16	06/30/17
RFP	114-EC	10/29/14 - 12/01/14	ENERGY CONSULTING	AGENCY WIDE	NOVA CONSULTING GROUP	< $50,000.00	EXECUTED 1/23/15	01/31/17
QBS	115-LG	07/01/14 - 08/31/14	LEGAL	AGENCY WIDE	BRAGDON, DOWD & KOSSAYDA	< $50,000.00	RENEWED 9/1/16	08/31/17
		07/01/14 - 08/31/14	LEGAL	AGENCY WIDE	DRUMOND WOODSUM	FEE FOR SERVICE	RENEWED 9/1/16	08/31/17
		07/01/14 - 08/31/14	LEGAL	AGENCY WIDE	HAWKINS DELAFIELD & WOOD	FEE FOR SERVICE	RENEWED 9/1/16	08/31/17
		07/01/14 - 08/31/14	LEGAL	AGENCY WIDE	KLEIN HORNIG LLP	< $50,000.00	**EXPIRED**	**08/31/16**
		07/01/14 - 08/31/14	LEGAL	AGENCY WIDE	SHEEHAN PHINNEY BASS & 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	EXECUTED 02/01/16	2/1/2017
RFP	119-GD	11/30/15-12/30/15	GRAPHIC DESIGN	AGENCY WIDE	SILVER DIRECT	< $15,000.00	EXECUTED 01/25/16	1/31/2017
RFP	120-CA	2/25/16-04/15/16	CAPITAL NEEEDS ASSESSMENT	EK/CST/SAV	GDS ASSOCIATES	<$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

JANUARY 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Office Closed New Year's Holiday	3	4	5	6	7
8	9	10	11	12	13	14
15	16 Office Closed Martin Luther King Jr. Day	17 NHHFA Management Review Stone Arch Village Senior	18 Board of Commissioners Meeting	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2017

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

Keene Housing