Keene Housing

Keene Housing
Board of Commissioners Meeting
June 21, 2017

Riverbend Rehabilitation Project

Meeting Location:
Forest View Family Activity Center/Keene Housing Kids Collaborative
5 Harmony Lane
Keene, NH 03431

Keene Housing

Board of Commissioners Meeting
Wednesday, June 21, 2017
Table of Contents

Agenda……..1

May 18, 2017 Board Meeting Minutes……..2

May 24, 2017 Board Meeting Minutes……..5

Approval of Contract for Streetscape Improvements at Harper Acres 2017……..6

Approval of Executive Director Travel……8

Approval of Tenant Selection and Occupancy Policy Revisions……..10

Approval to close the Rental Rehabilitation Program by Discharging the Mortgages on the Two Remaining Loans……21

Approval of Contract for Office Cleaning……24

Informational Memo: Contract with Keene Housing Kids Collaborative……26

Housing Management Report……27

Finance Report……34

Solicitation Log……44

Infographic: Income and Employment……45

Keene Housing Calendar of Events ……46

Keene Housing

BOARD OF COMMISSIONERS MEETING
WEDNESDAY, JUNE 21, 2017
12:00 P.M.
FOREST VIEW FAMILY ACTIVITY CENTER
5 HARMONY LANE, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the May 18, 2017 Keene Housing Annual Board Meeting Minutes

IV. Approval of the May 24, 2017 Keene Housing Special Board Meeting Minutes

V. Executive Director's Report

VI. Management Report

VII. Finance Report

VIII. Old Business

IX. New Business

a. Presentation of Keene Housing's audited financials by Otis Atwell

b. Approval of Contract for Streetscape Improvements at Harper Acres 2017 (Resolution No. 583)

c. Approval of Executive Director Travel (Resolution No. 584)

d. Approval of Tenant Selection and Occupancy Policy Revisions (Resolution No. 585)

e. Approval to close the Rental Rehabilitation Program by Discharging the Mortgages on the Two Remaining Loans (Resolution No. 586)

f. Approval of Contract for Office Cleaning (Resolution No. 587)

g. Informational Memo: Contract with Keene Housing Kids Collaborative

X. Public Comment

XI. 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).

XII. Adjournment

Minutes of the Keene Housing Annual Board of Commissioners Meeting
Thursday, May 18, 2017

Chairperson Robator called the Keene Housing Annual Board of Commissioners meeting to order at 7:33 p.m. Chairperson Robator called the roll and declared a quorum present.

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

Also in attendance:
Joshua Meehan, Secretary
Linda Griffin, Director of Finance
Denise Pratt, Director of Programs and Services
Denise Comstock, Director of Housing

MINUTES:

Chairperson Robator called for approval of the April 19, 2017 Board of Commissioners meeting minutes. Commissioner Mack made a motion to approve the minutes. Commissioner Slack seconded the motion, which upon being put to vote, the minutes passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Secretary Meehan stated the 2017 budget was approved by Congress. The Project Based Rental Assistance and Housing Choice Voucher Programs appear to be fully funded, but we are awaiting final proration numbers from HUD. The Community Development Block Grant (CDBG) program was level funded which is a great relief considering the Administration had requested that it be eliminated. Keene Housing is working with last year's pro-rated funding and has a plan in place if the funding is cut to 95%. The message from HUD in April was probably 97%. Prospects for the Fiscal Year 2018 budget are completely unknown.

The Office of Inspector General (OIG) audited HUD a few years ago and recorded a finding regarding cash management rules. As a result, HUD is auditing all Moving to Work (MTW) agencies. Members of the HUD Quality Assurance Division visited Keene Housing earlier this month and completed an audit. There were no findings and no funds to return to HUD.

The MTW baseline report on households served was just released. Keene Housing is at 113% utilization for the past 3 years.

Secretary Meehan reviewed several property updates. Bennett Block is in need of rehabilitation and Keene Housing would like to design the property to accommodate elderly residents and those with limited mobility. The Department of Environmental Services was sent a remediation plan for the property and Keene Housing is waiting for approval. The County said Keene Housing is first in line for Community Development Block Grant (CDBG) funding in January 2018. Secretary Meehan stated Keene Housing is beginning to look at sites for new development for the elderly and/or disabled population. The Central Square Terrace (CST) limited partner shareholders were sent letters by Keene Housing to redeem their shares to Monadnock Affordable Housing Corporation (MAHC). The hope is to get 51% majority of the shares. We are currently at 29.338% and need 8 additional redemptions. The Riverbend rehabilitation project and Harper Acres window replacement project

are both underway. A solar RFP for Harper Acres is out and 3 firms expressed interest; none of which are from Keene. It will be a power purchase transaction. The Harper Acres Castle Street 'Discontinuance' will be finalized at the next City Council meeting. Keene Housing plans to reconfigure parking spaces, replace pavement and sidewalks and add rain gardens to help pull water away from the street after heavy rain. RFP packets are out and 3 firms attended the site walk. Bids are due June 1, 2017. The commercial vacancy on Roxbury Street has been rented to a martial arts studio who is providing 2 free registrations to Keene Housing Kids Collaborative (KHKC). Keene Housing now has 59 raised garden beds and a lot of resident participation. The City approved a raised bed on Roxbury Street for CST residents; who have been looking for additional growing space for several years.

Chairperson Robator thanked the staff of Keene Housing and Board Members for all their efforts. Secretary Meehan thanked the Board of Commissioners for the new initiatives they approved. Commissioner Marsh expressed her appreciation for all of Keene Housing's efforts to provide programs for kids.

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. 580 – Approval to Adopt Slate of Officers

The Keene Housing Board of Commissioners adopts the slate of officers as presented, pursuant to the May 10, 2017 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director. Commissioner Moses moved the motion to approve the resolution. Commissioner Slack seconded the motion, which upon being put to vote, was passed unanimously.

Informational Memo: Quarterly Community Garden/Farm to Family Report

Great job, it is exciting to see resident participation.

PUBLIC COMMENT:

No members of the public were present.

NON-PUBLIC SESSION:

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

Chairperson Robator 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 8:26 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

5/24/17
Date

Minutes of the Keene Housing Board of Commissioners Special Meeting
Conference Call
Wednesday, May 24, 2017

Vice Chairperson Mack called the Keene Housing Board of Commissioners meeting to order at 11:00 a.m. Secretary Meehan called the roll and declared a quorum present.

Commissioners in attendance by phone:
J.B. Mack, Vice Chairperson
Tom Moses, Commissioner
Jennifer Marsh, Commissioner

Absent:
Lee Robator, Chairperson
Pam Slack, Commissioner

Also in attendance by phone:
Joshua Meehan, Secretary
Amy Wright, Director of Administration
Linda Griffin, Director of Finance
Sandy Clark, Director of Facilities and Assets

NEW BUSINESS:

Resolution No. 581 – Approval of Project/Contract – Propane Fuel Delivery

The Keene Housing Board of Commissioners authorizes the 2017 Propane Fuel award to L&G Propane pursuant to the May 22, 2017 Memorandum from Sandy Clark, Director of Facilities and Assets to Josh 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.

Resolution No. 582 – Approval of Project/Contract – Trash Disposal

The Keene Housing Board of Commissioners authorizes the 2017 Trash Disposal award to Waste Management pursuant to the May 22, 2017 Memorandum from Sandy Clark, Director of Facilities and Assets to Josh 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.

Vice Chairperson Mack made a motion to adjourn the meeting. Commissioner Moses seconded the motion, which upon being put to vote, was passed unanimously. There being no further business, Vice Chairperson Mack adjourned the Board meeting at 11:06 a.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

5/25/17
Date

Keene Housing

Resolution No. 583

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item: Approval of Contract for Streetscape Improvements at Harper Acres 2017

2. Date of Board Meeting: 6/21/2017

3. Proposed Board Resolution:

That the Keene Housing Board of Commissioners authorizes the 2017 Harper Acres Streetscape Improvement project be awarded to Ingram Construction and its funding not to exceed $519,000 pursuant to the June 14, 2017 Memorandum from Sandy Clark, Director of Facilities and Assets to Josh 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 Sandra L Clark Date: 6-14-17

6. Statement of availability of funds by Finance Manager

Funds Budgeted and Available Yes XX No __ Source _____

Account #_____

Finance Manager Approval Signature _____ Date: 6/14/2017

7. Executive Director Approval Signature _____ Date: 6/9/17

Keene Housing

MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Sandy Clark, Facilities and Asset Director SLC
Subject: Approval of Contract for Streetscape Improvement at Harper Acres 2017
Date: June 14, 2017

This memorandum summarizes the procurement process and requests Board approval to contract for the following project:

Location: Harper Acres

Project Name: Castle Street Streetscape Improvements

- The scope of work for this project includes: new pavement, parking spots, sidewalks, planting along roadway, utility conduit under road.
- The budget approved by the Board: $ 519,000
- Any additional funding needed? no
- An open invitation was added to the: KH web page, Facebook page, Monadnock Shopper, Dodge Report and Construction Summary publications.
- The Request for Proposals were distributed to contractors on: May 5, 2017
- Number of contractors invited to bid: seven (7)
- Number of contractors that showed up to the site visit: three (3)
- Number of Formal bid packets received by KH: two (2)
- Lowest or winning bid: (base bid $451,734 with alternates 3&7) =$463,484
  In addition: Elm City Electric will be installing Conduit/PVC throughout property = $10,566
- Winning bid criteria if not price: price
- Board approval is being requested to award contract to : Ingram Construction Corp.

Additional comments: The bid process was extensive and carried out by our consulting engineering firm, Stevens & Associates. The two bids received were both under the professional estimate we received prior to the bid process so we recommend moving forward with selection. It was clear that we had done everything we could to ensure a transparent and fair process. The City of Keene has approved a discontinuance of their ownership relating to this portion of Castle Street. We are waiting for the final paperwork from the City to be completed and signed. It is expected that work will begin by June 30 and end by November 15, 2017.

Keene Housing

Resolution No. 584

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   Approval of Executive Director Travel

2. Date of Board Meeting: June 21, 2017

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners authorizes the Executive Director to travel to Washington D.C. for the 2017 Public Housing Authorities Directors Association (PHADA) Legislative Forum, which runs from September 10, 2017 – September 12, 2017, pursuant to the June 1, 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: 6/1/2017

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: 6/1/2017

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Amy Wright, Director of Administration AW
Subject: Executive Director Travel
Date: June 1, 2017

This memorandum recommends that the Keene Housing Board of Commissioners authorizes Executive Director Meehan to travel to Washington D.C. for the 2017 Public Housing Authorities Directors Association (PHADA) Legislative Forum, which runs from September 10, 2017 – September 12, 2017.

This is a critical time in Washington as Congress considers the fiscal year 2018 HUD appropriations and other legislation that will have a significant impact on the Public Housing and Housing Choice Voucher programs. This forum will provide Executive Director Meehan the opportunity to learn more about the budgetary and regulatory matters affecting housing authorities and possible changes to the voucher program's inspections system.

Although no arrangements have been made, pending Board approval, the total cost for travel and accommodations is not expected to exceed $2,000.00.

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 the 2017 Public Housing Authorities Directors Association (PHADA) Legislative Forum, which runs from September 10, 2017 – September 12, 2017, pursuant to the June 1, 2017 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director.

Keene Housing

Resolution No. 585

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

   Approval of Tenant Selection and Occupancy Policy Revisions

2. Date of Board Meeting: June 21, 2017

3. Proposed Board Resolution:

   Resolution: That the Keene Housing Board of Commissioners approves and adopts the Tenant Selection and Occupancy Plan as revised; and further authorizes the Executive Director to make any technical corrections necessary pursuant to the memorandum dated June 8, 2017 from April A. Buzby, Planning and Policy Analyst, to Joshua Meehan, Executive Director.

4. All Backup Attached?

   Yes X No ☐

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

5. Department Head Approval Signature _____ Date: _____

6. Statement of availability of funds by Finance Manager

   Funds Budgeted and Available Yes ☐ No ☐ Source _____

   Account #_____

   Finance Manager Approval Signature _____ Date: _____

7. Executive Director Approval Signature _____ Date: 6/17/17

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: April A Buzby, Planning and Policy Analyst
Subject: Approval of Tenant Selection and Occupancy Policy Revisions
Date: June 8, 2017

This memorandum recommends that the Board of Commissioners adopt the following revisions to the Tenant Selection and Occupancy Plan (TSOP).

Student Eligibility for Multifamily Properties – Historically the Department of Housing and Urban Development required that a student at an Institution of Higher Education establish themselves as an independent student to be deemed eligible for Section 8 rental assistance. An "independent student" was one who met any one of the following requirements:

- Age 24 or older;
- A veteran of the U.S. military;
- Married; or
- Have a child or children who are dependents for IRS purposes.

If a student did not meet one of these requirements, he or she could still be deemed eligible if they:

- Are of legal contract age under state law;
- Established a household separate from their parents or guardians for at least one year prior to applying at the property;
- Were not claimed as dependents on a federal tax return by their parents; and
- Obtain a certification of financial assistance (even if none is provided) from their parents.

In September 2016, the Department of Housing and Urban Development (HUD) published a notice in the Federal Register revising the rules regarding eligibility of independent full-time students. The revision adopts the Department of Education's independent student definition by including students who were:

- Orphans, wards of the court, or in foster care at any time when the individual was 13 years of age or older;
- Emancipated or in legal guardianship;
- Unaccompanied and homeless or at risk of homelessness.

The revised TSOP incorporates these changes on pages 19-20 and 3.

Social Security Number Requirements – Keene Housing currently requires households to provide social security numbers (SSN) for all household members at application and for new members added to an existing participant household.

HUD changed its rules in April 2016 and again in October 2016 to permit owners to give a household up to 90 days (extendable an additional 90 days) to supply a SSN for a household member under the age of 6 in some circumstances.

The proposed revisions on pages 21 and 57 incorporate the required changes as well as changing KH's policies on SSN requirements at pre-application, to better align our procedures with the intent of this rule change.

Clarification of Transfer Policies – After careful review and feedback from Housing staff, the proposed revisions on page 70 and 74 clarify KH's transfer policies. Changes on page 70 states that KH will not permit a household to split into two assisted households through the transfer process. Currently, a household can request a transfer with a portion of the household remaining in the existing unit and the remaining members moving to a new assisted unit, known as "lease bifurcation".

The proposed change on page 74 limits the amount of time a household has to transfer to a new unit, once offered, and clarifies the consequences if a household fails to transfer in the allotted time. This policy aligns the transfer policy with the move-in policy for new households.

These changes apply to all households living in a KH-assisted unit unless the household is transferring under KH's Violence Against Women Act (VAWA) policies.

PUBLIC COMMENT PERIOD

The public comment period for the TSOP revisions ran from April 17, 2017 to May 17, 2017. KH received no comments.

RECOMMENDATION

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

Resolution: That the Keene Housing Board of Commissioners approves and adopts the Tenant Selection and Occupancy Plan as revised; and further authorizes the Executive Director to make any technical corrections necessary pursuant to the memorandum dated June 8, 2017 from April A. Buzby, Planning and Policy Analyst, to Joshua Meehan, Executive Director.

Section 504: A federal law that prohibits discrimination on the basis of disability in any program, service, or activity that receives federal financial assistance.

Security Deposit: A dollar amount (maximum set by state law) which can be used by an owner/property manager for unpaid rent or damages upon a renter's termination of the lease.

Subsidy: The amount of money KH pays towards a resident household's rent, usually the gross or contract rent minus a resident household's total tenant payment (TTP).

Tenant: The person or persons (other than a live-in aide) who executes the lease as lessee of the dwelling apartment.

Tenant Rent: The portion of the contract rent a resident household pays to the owner/property manager minus any Utility Allowance (UA).

Total Tenant Payment (TTP): The tenant rent plus any UA.

Utility Allowance (UA): The estimate of the average monthly utility bills (except cable, telephone, and internet) for an energy conscious household. This estimate only considers utilities paid directly by a resident household. If all utilities are included in the rent, there is no UA. Utility allowances vary by property.

Very Low Income Household: A low-income household whose annual income does not exceed 50% of the area median income, as determined by HUD, with adjustments for smaller and larger households. HUD may establish income limits higher or lower than 50% of the median income for the area on the basis of its finding that such variations are necessary because of unusually high or low household incomes.

Violence Against Women Act (VAWA): A federal law enacted to protect victims of domestic violence, dating violence, sexual assault, and stalking. See Appendix IV for KH's VAWA policy.

Vulnerable Youth: An individual that has been verified during the school year in which the application is submitted as either an unaccompanied youth who is a homeless child or youth (as such terms are defined in Section 725 of the McKinney-Vento Homeless Assistance Act), or as unaccompanied, at risk of homelessness and self-supporting, by:

1. A local educational agency homeless liaison, designated pursuant to the McKinney-Vento Homeless Assistance Act;
2. The director of a program funded under the Runaway and Homeless Youth Act or designee of the director;

DRAFT

3. The director of a program funded under subtitle B of title IV of the McKinney-Vento Homeless Assistance Act or a designee of the director; or
4. A financial aid administrator.

Wait List: A list of all eligible applicant households by property.

Welfare/Shelter Rent: The minimum rent for a household receiving assistance through TANF. Welfare rent is determined by the NH Department of Health and Human Services (DHHS).

DRAFT

Chapter 3. Applying for Programs and the Wait List

A. Overview

Keene Housing's (KH) policies provide that all households interested in housing assistance be given equal opportunity to apply and are treated in a fair and consistent manner.

KH maintains separate wait lists for each property. No person is, on the grounds of race, color, age, national origin, religion, sex, military status, sexual orientation, marital status, familial status, disability, gender identity, or source of income excluded from participation in, denied the benefits of, or otherwise subjected to discrimination by KH.

B. Applying for Assistance

1. KH requires households to provide a preliminary applications (pre-application) for placement on a wait list.
2. Households may obtain a pre-application in-person at KH's Main Offices at 831 Court Street, by calling (603) 352-6161 and requesting one via mail or email, or on the web at www.keenehousing.org.

C. Processing Preliminary Applications

1. KH accepts pre-applications in-person at the KH Main Office, via mail, and via email at apply@keenehousing.org.
2. Every completed pre-application receives a date and time stamp by KH upon receipt.
3. KH accepts and processes pre-applications in accordance with KH's procedures.
4. When accepting preliminary applications, KH does not accept any corresponding documentation.
5. KH assumes that the information provided by the applicant in the preliminary application is correct. KH will verify the information later in the eligibility process.
6. All information on the pre-application designated as required must be completed in order for the household to be placed on the wait list.
7. Upon receipt of a completed pre-application, KH pre-screens applications to determine wait list eligibility and applies admission preferences.

DRAFT

iv. Drug trafficking, drug distribution, and/or drug manufacture;

v. Domestic violence, criminal sexual assault, home invasion; or

vi. Child molestation and other crimes against children.

g. Any household member has a criminal history in the past five (5) years that involves crimes against persons or property including but not limited to:

i. Vandalism or destruction of property;

ii. Possession of illegal drugs;

iii. Threats or harassment;

iv. Assault or fighting;

v. Burglary, breaking and entering, or robbery.

h. An applicant has misrepresented information related to eligibility, preference for admission, housing history, allowances, household composition, or rent.

3. KH will move to terminate the participation of any household admitted based on misinformation.

C. Student Eligibility for Multifamily Properties

1. In addition to meeting all eligibility and suitability criteria outlined in this Chapter, a full– or part–time student at an institute of higher education must also meet one or more of the following criteria to receive housing assistance at CST and non-PBV units at Brookbend East/West:

a. Is living with his or her parents/guardian or

b. Is at least 24 years old or

c. Is married or

d. Is a veteran of the Armed Forces of the United States or is currently serving on active duty in the Armed Forces for other than training purposes or

e. Has legal dependents other than a spouse or

f. Is a person with disabilities who was receiving Section 8 assistance as of November 20, 2005 or

g. Is a graduate or professional student or

h. Is an independent student, defined as:

DRAFT

i. The individual is 24 years of age or older by December 31 of the award year;

ii. The individual is an orphan, in foster care, or a ward of the court or was an orphan, in foster care or a ward of the court at any time when the individual was 13 years of age or older;

iii. The individual is, or was immediately prior to attaining the age of majority, an emancipated minor or in legal guardianship as determined by a court of competent jurisdiction in the individual's state of legal residence

i. Or, is classified as a Vulnerable Youth.

j. Or, the individual is a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstances or

k. Has parents who are income eligible for the Section 8 program

2. Any financial assistance a student receives under the Higher Education Act of 1965, from private sources, or from an institution of higher education that is in excess of amounts received for tuition and other fees is included in annual income, except:

a. If the student is over the age of 23 with dependent children or

b. If the student is living with his or her parents who are receiving Section 8 assistance

3. Financial assistance that is provided by persons not living in the unit is not part of annual income if the student meets the Department of Education's definition of vulnerable youth.

D. Student Eligibility for LIHTC Properties

1. In addition to the meeting the all eligibility and suitability criteria outlined in this Chapter, a full or part time student must also meet one or more of the following criteria to receive housing assistance at Stone Arch Village Family/ Senior, Riverbend, PBV units at Brookbend East/West, and Evergreen Knoll:

a. Is married and either files or is entitled to file a joint tax return

b. Consists of a least one single parent and his or her minor children, and the parent is not a dependent of a third party

DRAFT

b. The addition does not result in the household requiring an additional bedroom.

i. Households adding a member under these circumstances agree that they are not considered under housed and will not be transferred to a larger apartment in the future to accommodate the household member they are adding.

5. Households may not add a new household member within six (6) months of initial lease—up.

a. Exceptions are permitted in instances of birth, adoption, court awarded custody of minor children, and to meet Reasonable Accommodation requests.

b. In cases where the new household member is under six (6) years of age, the household will have a maximum of 90 days after the date of admission to provide the youth's SSN and adequate documentation that the SSN is valid.

i. An additional 90 days may be granted under certain circumstances.

ii. If the household does not provide the SNN and adequate documentation to verify the SSN within the prescribed time frame, HUD requires that the household's tenancy be terminated.

6. Households cannot add a new household member if the addition results in the household exceeding the Maximum Occupancy Standard (see Chapter 5).

a. Exceptions are permitted in instances of birth, adoption, court awarded custody of minor children, and to meet Reasonable Accommodation requests.

7. Heads of household wishing to remove a household member must notify KH, in writing, of the request and provide documentation of the new address of the household member being removed. Acceptable documentation includes:

a. Court order or affidavit; or

b. A utility bill (excluding cellular phone) in the name of the household member leaving, addressed to their new address.

c. At the KH manager's discretion, KH may accept reasonable evidence that a household member has left without providing the remaining members

DRAFT

h. Other tenant requested transfers

6. Within each category, transfers will be processed in order of the date the household was placed on the transfer list, starting with the earliest date.

C. Costs of Transfer (Emergency & Life Threatening Transfers)

1. KH will bear the reasonable costs of temporarily or permanently transferring households when KH determines the condition of a apartment or property is unsafe or to permit apartment rehabilitation.
2. KH will establish a moving allowance based on the typical costs in the community of packing, moving, and unloading.
3. KH will reimburse the household for eligible moving expenses up to KH's established moving allowance.
4. KH may provide a moving allowance to transfer a disabled household into a apartment with features the household is eligible for if, at admission, KH placed the household into a apartment without those features.

D. Eligibility For Transfer

1. Transferring tenants must meet all eligibility requirements of the new apartment and/or property.
2. Except for transfers that fall under the Emergency and Life Threatening or Reasonable Accommodation categories, KH only considers transfer requests from tenants in good standing.
3. Exceptions to these requirements may be made when it is to KH's advantage to make the transfer.
4. If a household requests a transfer to a smaller apartment than they are eligible for according to the Occupancy Standards, the household will not be eligible to transfer to a larger apartment for a period of two years from the move-in date
   a. Exceptions are permitted if the household has a change in household size, composition, or it is needed as a Reasonable Accommodation
5. Except in VAWA cases, KH will not approve a partial household transfer or permit a household to split into two households with both households retaining their subsidy.

DRAFT

3. Refusal of a Tenant Requested Transfer offer without good cause will result in the removal of the household from the transfer list.
    a. Households must wait six (6) months before reapplying for another transfer after refusing a Tenant Requested Transfer.
4. Once the tenant has been offered or required to transfer, they will have three (3) business days to view the apartment and accept or decline the offer.
    a. The three (3) business days time limit begins on the date KH notifies the tenant that the apartment is available to view.
5. Households must transfer to the new apartment within thirty (30) calendar days from the time they accept the offer.
    a. Failure to move in the required time will result in an increase in the tenant being responsible for the difference in rent between the old apartment and new apartment or eviction.

DRAFT

Keene Housing

Resolution No. 586

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   Approval to close the Rental Rehabilitation Program by discharging the mortgages on the two remaining loans

2. Date of Board Meeting: June 21, 2017

3. Proposed Board Resolution: That the Keene Housing Board of Commissioners authorize the Executive Director to sign and record discharges for the two remaining mortgages in the Rental Rehab Program.

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 Director

   Funds Budgeted and Available Yes☐ No ☐ Source _____

   Account #_____

   Finance Manager Approval Signature _____ Date: _____

7. Executive Director Approval Signature _____ Date: 6/7/17

Keene Housing

MEMORANDUM

To: Commissioners of Keene Housing
From: Linda Mangones
CC: Joshua Meehan
Subject: Approval to close the Rental Rehabilitation Program by discharging the mortgages on the two remaining loans
Date: June 5, 2017

I am writing to recommend that the Commissioners approve the discharge of two mortgages relating to the Rental Rehabilitation program which Keene Housing administered during the 1980's. The explanation and reasons are as follows:

Background. During the 1980's, Keene Housing Authority administered a CDBG program which involved making loans to rehabilitate properties owned by landlords and some lower-income single-family homeowners. The program involved twenty-year loans made with 0% interest; landlords were required to pay match the loan on a 1:1 basis with their own funds or funds borrowed elsewhere. During the course of running this program, we discovered that New Hampshire Housing Finance Authority had a similar program which was called the "Rental Rehabilitation Program." We applied for funds from that program to supplement the CDBG funds and ran that program with the same rules.

As the Rental Rehab loans were repaid, Keene Housing was allowed to use the funds for other purposes. In general, they have been used to cover needs in other properties. For example, when Cheshire Housing Trust incurred very high costs to remove all lead-based paint from one of its properties, the Rental Rehab fund was used to cover part of the costs.

At this point, there are two loans outstanding from this program. Both owners generally paid their loans on time, but neither loan has been billed in a number of years. I will not include the names of the owners as Keene Housing meetings are considered public meetings. However, one is a very elderly woman. She and her mother each borrowed from the program. She repaid her loan, but currently owes $5,475 of an original balance of $20,000 on the loan she inherited. In the case of the other loan, the original owner died about six years ago, and it appears that a member of his family has inherited the property. Because the property has not been sold outside the family, it is unlikely that this owner knows about the loan at all. The current balance is $4,000 on an original loan of $20,000.

Both owners were very conscientious about the requirements of the program and made their apartments available for Section 8 tenants, which was Keene Housing's original goal in making the loans.

Recommendation. The Executive Director, Finance Director, and I have discussed these loans and believe that the administrative cost of reestablishing contact with the individuals involved, reinstating a payment process, and collecting on the loans is not justified by the amount of money involved. Accordingly, I recommend:

1. Taking no further action to collect the remaining balances.
2. Discharging the mortgages on both loans.
3. Transferring the $679 balance in the Rental Rehabilitation Fund account to Keene Housing.

If this meets with your approval, I suggest the following motion:

"To authorize the Executive Director to sign and record discharges for the two remaining mortgages in the Rental Rehabilitation program and to transfer the balance in this account to Keene Housing."

Keene Housing

Resolution No. 587

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item: Approval of Contract for Office Cleaning.

2. Date of Board Meeting: 6/21/2017

3. Proposed Board Resolution:

That the Keene Housing Board of Commissioners authorizes the 2017 Office Cleaning contract be awarded to Jan-Pro Cleaning System Northeast and its funding not to exceed $50,000 annually pursuant to the June 14, 2017 Memorandum from Sandy Clark, Director of Facilities and Assets to Josh 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 Sandra L Clark Date: 6-12-17

6. Statement of availability of funds by Finance Manager

Funds Budgeted and Available Yes XX No __ Source _____

Account #_____

Finance Manager Approval Signature _____ Date: 6/12/2017

7. Executive Director Approval Signature _____ Date: 6/12/2017

Keene Housing

MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Sandy Clark, Facilities and Asset Director SLC
Subject: Approval of Contract for Office Cleaning
Date: June 14, 2017

This memorandum summarizes the procurement process and requests Board approval to contract for the following project:

Location: Main office building and other general use areas at entire portfolio.

Project Name: Office Cleaning

- The scope of work for this project includes: 50 hours per week for general cleaning duties at the main office and general use areas at a number of other KH properties.
- The budget approved by the Board: $71,376 annual approved budget in 2017 (replaces the cost for one staff position with benefits in budget).
- Any additional funding needed? NO
- An open invitation was added to the: KH web page, Facebook page and Monadnock
- The Request for Proposals were distributed to contractors on: May 22, 2017
- Number of contractors invited to bid: Four (4)
- Number of contractors that showed up to the site visit: three (3)
- Formal bid packets received by KH: three (3)
- Lowest or winning bid: $50,000 annually
- Winning bid criteria if not price: price
- Term of Contract: One year contract with (4) one year renewal at KH discretion.
- Board approval is being requested to award contract to : Jan-Pro Cleaning Systems Northeast

Additional comments: KH is replacing this maint staff position with an independent contractor for 50 hours/week at $17/hour.

Keene Housing

INFORMATIONAL MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Linda Griffin, Director, Finance
Subject: Contract with Keene Housing Kids Collaborative
Date: June 1, 2017

This memorandum summarizes the agreement between Keene Housing and Keene Housing Kids Collaborative (KHKC) to provide operating funds to KHKC over the next three years.

Project Name: Keene Housing Kids Collaborative – Sub-Grant Agreement for funding from Keene Housing's MTW funds.

- **The scope of work for this project includes:** Keene Housing has a three-year agreement to provide funding to KHKC and it will be expiring 12/31/2017. KH has provided operating funds to KHKC in the amount of $117,521 in 2015, $70,358 in 2016 and $57,839 in 2017. KHKC's Executive Director, Liz Chipman has requested that KH to continue funding KHKC for an additional three years. The funding request is to decrease by 15% each year. The requested funds will be part of the KH budget and approved each year as funds are available.
- **The estimated funding:** $49,163 in 2018, $41,789 in 2019 and $35,520 in 2020 = $126,472
- **Contract terms:** A new sub-grant agreement to be for a term of three years. The requested funds will be part of the KH budget and approved each year as funds are available.
- **Board Action:** Informational only, board approval would be required if total contract exceeds $150,000

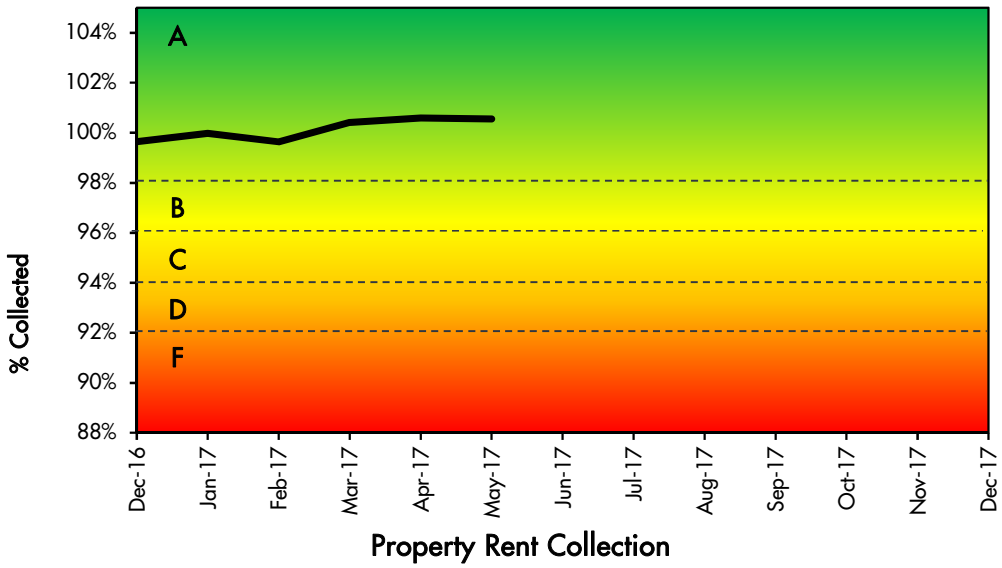
Additional comments: KHKC is confident they will meet or exceed our 2017 budgeted additional grants/donations amount of $44,000. KHKC is continuing to increase their fund development capacity and donor base. New funders in 2017 include Monadnock United Way, 100+ Women of Cheshire County, Cogswell Benevolent Trust, and NH Charitable Foundation. Continued "gap" funding from Keene Housing (MTW funds) will ensure that the Kids Collaborative is able to focus on providing intentional and strategically aligned opportunities in the community for the children living in housing owned or managed by Keene Housing as they continue to grow and strengthen as an organization.

Keene Housing

MANAGEMENT REPORT
MAY 2017

Residential Property Rent Collection Report
May 2017

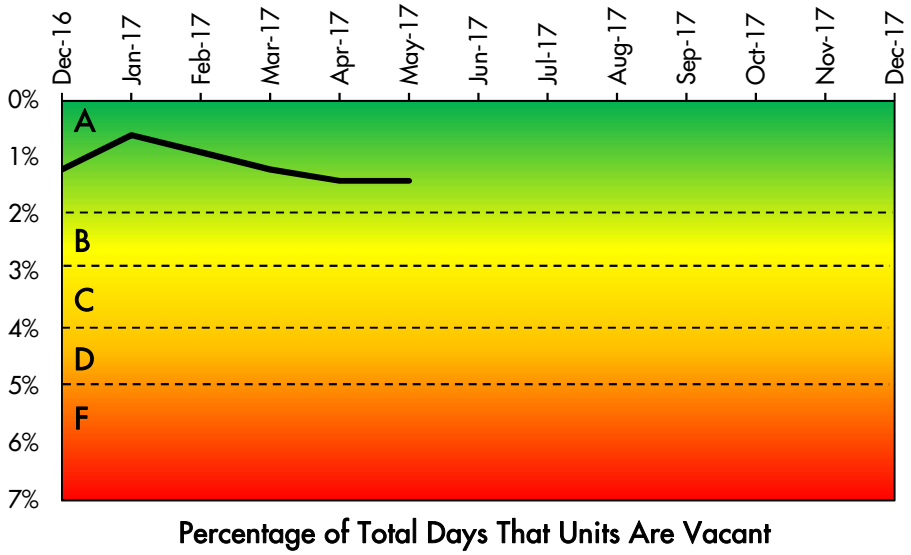
Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$10,860	$10,860	100.0%	A	$52,361	$52,361	100.0%	A
Bennett Block	$4,410	$4,410	100.0%	A	$22,024	$22,372	101.6%	A
Brookbend East	$15,391	$16,431	106.8%	A	$75,815	$77,040	101.6%	A
Brookbend West	$10,160	$10,419	102.5%	A	$50,138	$50,776	101.3%	A
Central Square Terrace	$27,251	$27,267	100.1%	A	$134,994	$135,449	100.3%	A
Cottage Street	$1,390	$1,149	82.7%	F	$5,974	$5,839	97.7%	B
Evergreen Knoll LP	$14,118	$14,076	99.7%	A	$71,276	$71,693	100.6%	A
Forest View	$17,802	$17,568	98.7%	A	$90,544	$91,180	100.7%	A
Harper Acres	$42,129	$42,348	100.5%	A	$210,790	$211,205	100.2%	A
Meadow Road Apartments	$5,895	$5,897	100.0%	A	$29,475	$29,527	100.2%	A
North and Gilsum	$16,222	$16,303	100.5%	A	$86,478	$87,387	101.1%	A
Riverbend Apartments	$10,816	$10,823	100.1%	A	$52,778	$53,347	101.1%	A
Scattered Sites	$9,156	$9,154	100.0%	A	$46,257	$46,253	100.0%	A
Stone Arch Village Family	$8,962	$8,940	99.7%	A	$42,749	$42,972	100.5%	A
Stone Arch Village Senior	$11,769	$11,768	100.0%	A	$60,454	$60,472	100.0%	A
Totals	**$206,331**	**$207,413**	**100.52%**	A	**$1,032,107**	**$1,037,872**	**100.56%**	A



Monthly Vacancy Report

May 2017

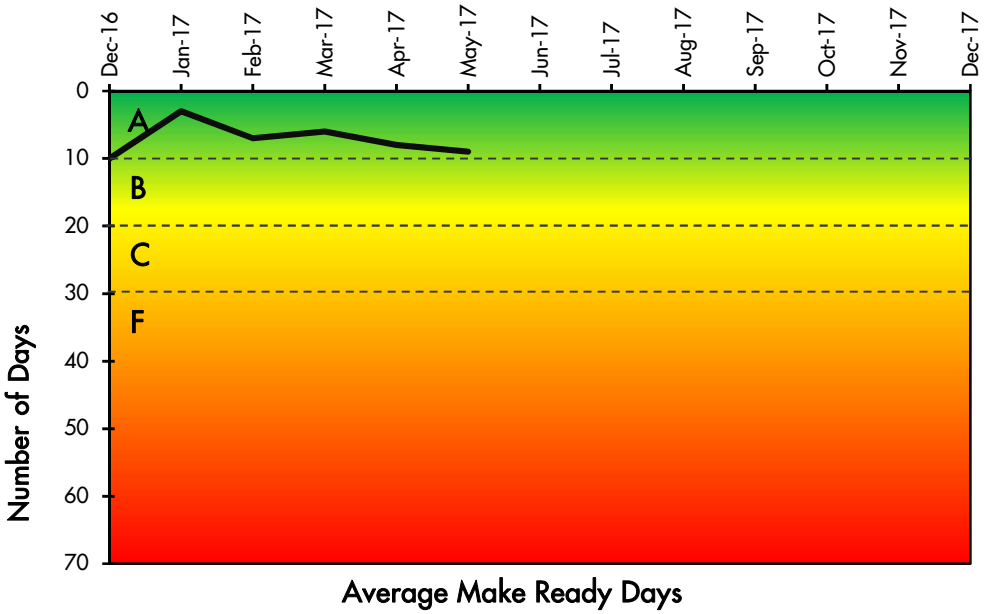
Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	744	0	0.0%	A	1.4%	A
Bennett Block	14	403	0	0.0%	A	1.5%	A
Brookbend East	40	1240	106	8.5%	F	3.9%	C
Brookbend West	35	1085	39	3.6%	C	5.9%	F
Central Square Terrace	90	2790	6	0.2%	A	0.8%	A
Cottage Street	3	93	0	0.0%	A	0.0%	A
Evergreen Knoll LP	32	992	0	0.0%	A	0.6%	A
Forest View	38	1178	18	1.5%	A	1.3%	A
Harper Acres	112	3472	39	1.1%	A	1.2%	A
Meadow Road	18	558	0	0.0%	A	0.0%	A
North and Gilsum	29	899	14	1.6%	A	1.1%	A
Riverbend Apartments	24	744	0	0.0%	A	0.2%	A
Scattered Sites	18	558	0	0.0%	A	0.7%	A
Stone Arch Village Family	24	744	0	0.0%	A	0.0%	A
Stone Arch Village Senior	33	1023	4	0.4%	A	0.4%	A
Report Totals:	**534**	**16,523**	**226**	**1.4%**	A	**1.4%**	A



Percentage of Total Days That Units Are Vacant

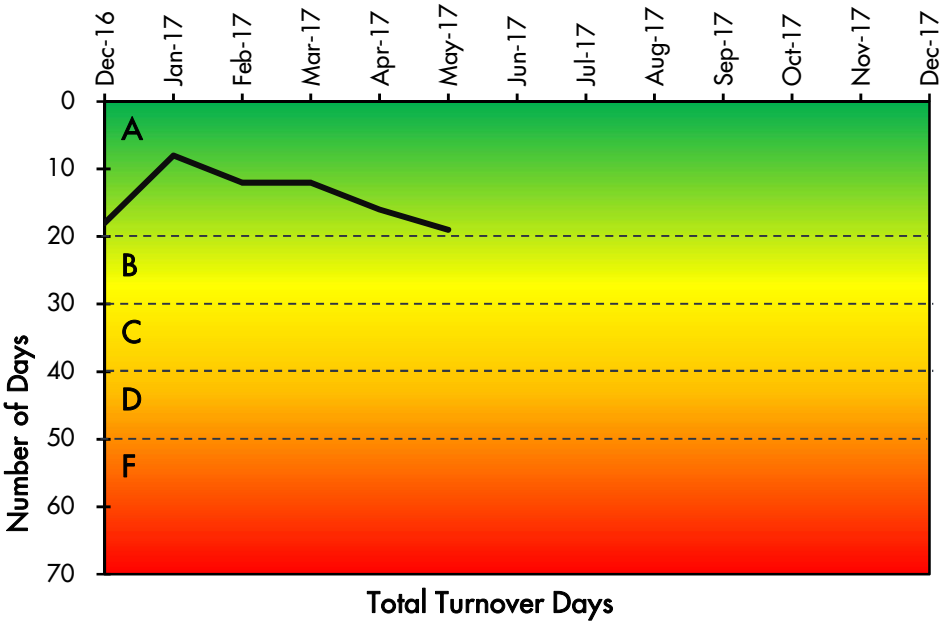
Unit Make Ready Days
May 2017

Community	Number of Units Turned	Avg. Make Ready Days for Month	Monthly Grade	YTD Number of Units Turned	YTD Avg. Make Ready Days	YTD Grade
Ash Brook Apartments	-	-	None	1	17	B
Bennett Block	-	-	None	-	-	None
Brookbend East	-	-	None	3	8	A
Brookbend West	3	7	A	6	10	A
Central Square Terrace	-	-	None	6	4	A
Cottage Street	-	-	None	-	-	None
Evergreen Knoll LP	-	-	None	1	17	B
Forest View	-	-	None	4	11	A
Harper Acres	1	2	A	3	9	A
Meadow Road	-	-	None	-	-	None
North and Gilsum	-	-	None	3	9	A
Riverbend Apartments	-	-	None	1	13	B
Scattered Sites	-	-	None	1	10	A
Stone Arch Village Family	-	-	None	-	-	None
Stone Arch Village Senior	1	1	A	1	6	A
Report Totals:	**12**	**3**	**A**	**30**	**9**	**A**



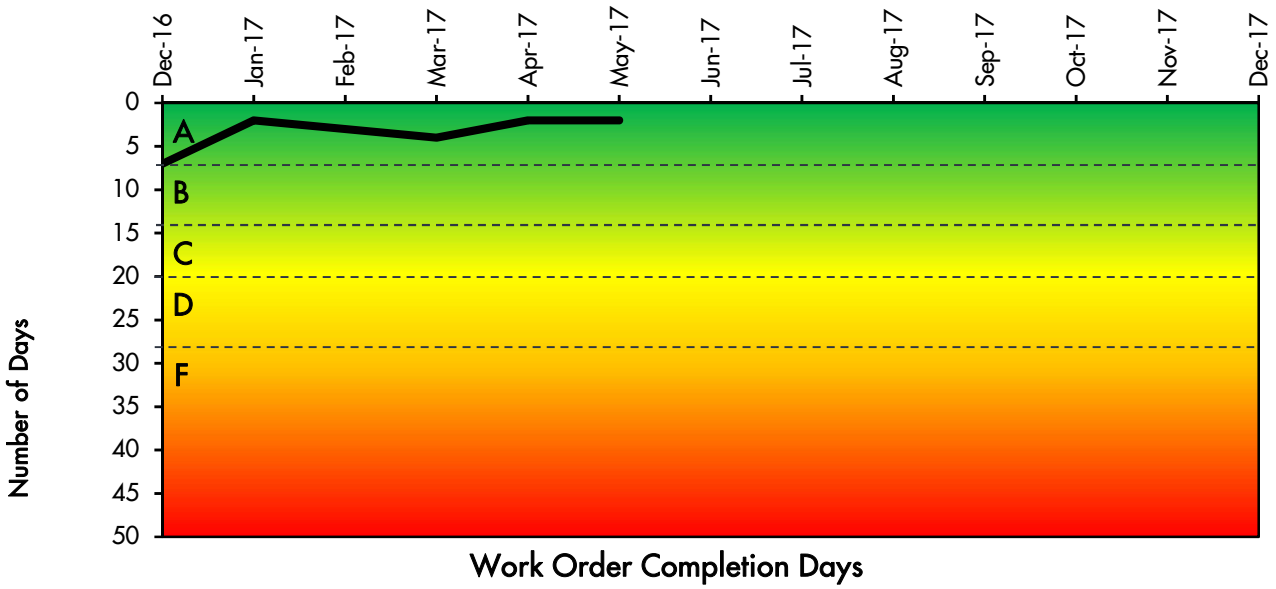
Unit Turnover
May 2017

Community	Avg. Total Turn-around Days For Month	Monthly Grade	YTD Number of Units Turned	YTD Avg. Total Turnaround Days	YTD Grade
Ash Brook Apartments	-	None	1	49	D
Bennett Block	-	None	-	-	None
Brookbend East	-	None	3	26	B
Brookbend West	4	A	6	14	A
Central Square Terrace	-	None	6	8	A
Cottage Street	-	None	-	-	None
Evergreen Knoll LP	-	None	1	29	B
Forest View	-	None	4	19	A
Harper Acres	13	A	3	34	C
Meadow Road	-	None	-	-	None
North and Gilsum	-	None	3	16	A
Riverbend Apartments	-	None	1	13	A
Scattered Sites	-	None	1	20	A
Stone Arch Village Family	-	None	-	-	None
Stone Arch Village Senior	2	A	1	18	A
Report Totals:	**8**	**A**	**30**	**19**	**A**



Residential Property Non-Emergency Work Order Completion Days
May 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	A	7	0	A
Ash Brook Apartments	6	2	A	49	4	A
Bennett Block	-	-	None	22	0	A
Brookbend East	41	5	A	72	3	A
Brookbend West	30	4	A	68	3	A
Central Square Terrace	45	1	A	197	3	A
Cottage Street	1	0	A	17	0	A
Emerald Street House	8	2	A	24	0	A
Evergreen Knoll LP	10	5	A	35	2	A
Forest View	16	3	A	84	2	A
Harper Acres	32	1	A	150	2	A
Keene Housing Main Office	6	0	A	27	6	A
Meadow Road	5	1	A	16	5	A
North and Gilsum	19	1	A	88	2	A
Riverbend Apartments	11	2	A	34	1	A
Scattered Sites	7	1	A	44	0	A
Stone Arch Village Family	10	7	A	20	5	A
Stone Arch Village Senior	12	1	A	77	0	A
Report Totals:	**261**	**2**	**A**	**1,031**	**2**	**A**



Residential Property Emergency Work Order Completion Days
May 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
MAY 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	$359,296	$332,096	92%	622	$534	106%	587	$200	$27,200
May	$359,296	$329,315	92%	615	$535	105%	587	$200	$29,981
June									
July									
August									
September									
October									
November									
December									
Total	$1,796,480	$1,644,090	92%	3086	$533	105%	2935	$1,065	$152,390

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	$359,296	$321,451	89%	558	$576	95%	587	$200	$37,845
May	$359,296	$321,555	89%	556	$578	95%	587	$200	$37,741
June									
July									
August									
September									
October									
November									
December									
Total	$1,796,480	$1,601,604	89%	2792	$574	95%	2935	$1,065	$194,876

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	$13,570	$14,555	107%	18	$809	100%	18	$0	($985)
May	$13,570	$14,555	107%	18	$809	100%	18	$0	($985)
June									
July									
August									
September									
October									
November									
December									
Total	$67,850	$72,775	107%	90	$809	100%	90	$0	($4,925)

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	$50,528	$51,834	103%	98	$529	98%	100	$72	($1,306)
May	$50,528	$52,512	104%	97	$541	97%	100	$69	($1,984)
June									
July									
August									
September									
October									
November									
December									
Total	$252,640	$264,126	105%	496	$533	99%	500	$525	($11,486)

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	$29,759	$28,359	95%	49	$579	98%	50	$0	$1,400
May	$29,759	$27,244	92%	46	$592	92%	50	$0	$2,515
June									
July									
August									
September									
October									
November									
December									
Total	$145,271	$141,859	98%	244	$582	98%	250	$0	$3,412

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 – May, 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 $1,304k which is a net increase of $769k from the budget of $535k.

OPERATING REVENUES are $7,480k, a net increase of $1,320k as compared to the budget of $6,160k. The most significant changes are related to:

VARIANCES for Revenue categories Under/(Over) compared to Budget		
(28,035)	Rent Revenue	Change in tenant rent – partly related to subsidy changes and partly increase in rent at some properties without corresponding increase in HAP.
(479,901)	HAP funding	The MTW funding budget is at 99.582% proration (last year's pro-ration, however, we have not received approval at this date but the pro-ration is most likely 97.227% or $125k less than budget). Currently, revenue is over budget due to HUD overfunding us in the first few months of the year but an adjustment will be made soon.
(39,177)	Other Income	Other Income is related to miscellaneous income and is over budget in various programs. Grants funds: FSS funds are under budget by $12k related to May funds not being received until June (timing). CHT admin revenue is on budget and CDBG admin revenue is over budget by $4k.
(5,291)	Management Fees	Management fees on budget.
0	Development fees	No Development fees paid or expected (MAHC).
11,557	Vacancy Loss	Vacancy Loss (reduction to revenue) are over budget for BBE and BBW by $10K due to increasing turnovers related to over housing transfers, finding qualified extremely low income and evictions. Also, over budget by $5k is Emerald, there may be a special vacancy claim that can be submitted and income will come back to property. Under budget for EK by $2k.
10,431	Tenants Charges	Tenants Charges (damages/fees), there are no budget for this line item.
(98,581)	Admin Funding	HUD Section 8 admin funding is over budget (timing). NEDs and Mainstream admin revenue is on budget.
(628,997)	**Higher than Budget**	**Operating Revenue**
(44,216)	Partnership Distributions	Partnership fees, paid to Keene Housing or MAHC from surplus cash for 2016 on LIHTC properties managed. The total budget is $175k, actuals posted to date are $219k.
(646,965)	MTW Transfer	The 2017 MTW Non-HAP funding used for Non-HAP initiatives. KAHP Capital Impr = $311k, KHKC = $16k
(1,320,178)	**Higher than Budget**	**Total Revenue**

OPERATING EXPENSES are $6,177k a net increase of $552k as compared to the budget of $5,625k. The most significant changes are related to:

VARIANCES for Expense categories Under/(Over) compared to Budget		
55,932	Admin Expenses	Administrative Expense are all under budget at this point, except for the bank closing costs of $13k.
51,139	Payroll and Benefits Expenses	Benefit Expenses are running under budget by $63k. Salaries are running over budget by $12k (due to an extra pay week in the first qtr-timing).
(42,757)	Utilities Expenses	Fuel Expenses are over budget by $37k (KAHP $7k, CST $12k, SAVF $2k, RB $3k, EK $3k, BBW $3k, BBE $3k) . Water & Sewer under budget by $6k (BBE). Electric is over budget by $12k (KAHP $29k) and under budget (CST $9k, EK $4k, SAVS $2k).
75,082	Maint Expenses	Maintenance Expenses running under budget are: Flooring by $15k, Misc Equip by $14k, Maint Materials by $11k, Repairs $12k, snow removal $5k, and Grounds by $30k. Items over budget are: Electrical by $8k and Other (CST)by $8k.
4,313	Insurance Expenses	Insurance Expenses on budget (timing).
(15,559)	Property Tax Exp	Property Taxes (CST increased by 11% or $22k for the year).
3,615	Partnership taxes	Taxes (CST under budget)
(20,401)	Interest Expenses	Interest Expenses is under budget except on the MAHC loan that was refinanced and incurred a prepayment penalty of $35k.
8,613	Resident services	Residential Services running under budget.
(33,759)	HAP disbursements	HAP disbursements are over budget (Section 8 under budget by $33k but MR vouchers, not in the budget, are over budget by $60k)
86,218	**Lower than Budget**	**Operating Expenses**
(180,442)	Partnership Distributions	Most have been paid as of date, annual budget is $152k. The YTD actuals = $244k with YTD budget = $63k.
(457,371)	MTW Transfer	The 2017 MTW Non-HAP funding used for Non-HAP initiatives. KAHP Capital Impr = $311k, KHKC = $16k
(551,595)	**Higher than Budget**	**Total Expenses**

Keene Housing

Income Statement - Comparing Actuals to Budget - YTD - as of May 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)	104,341	188,168	396,337 Higher Revenue	312,500 Higher Expenses	Revenue is MTW transfer $335k in; then out to funds capital projects and KHKC.
Monadnock Affordable (MAHC)	(13,756)	(35,594)	(5,594) Lower Revenue	16,243 Higher Expenses	
Keene Affordable (KAHP)	91,558	447,147	357,920 Higher Revenue	2,331 Higher Expenses	Revenue is MTW transfer in $311k to funds capital projects.
Meadow Road	5,740	17,345	365 On Budget	(11,240) Lower Expenses	
Roxbury St Shelter	3,405	2,370	270 On Budget	1,305 Higher Expenses	
Section 8 Voucher Program (MTW)	325	442,230	488,436 Higher Revenue	46,531 Higher Expenses	HUD has YTD overfunded the program but they will adjust and be closer to budget.
Special Purpose Vouchers (Non-Elderly Disabled)	118	23,209	79,260 Higher Revenue	56,169 Higher Expenses	
Mainstream Voucher Program	54	5,077	9,870 Higher Revenue	4,847 Higher Expenses	
Low Income Tax Credits Properties (LIHTC)					
Brookbend East	96,065	24,873	(7,089) Lower Revenue	64,103 Higher Expenses	Expense includes partnership distribution which exceeds YTD budget by $70k.
Brookbend West	71,285	(1,453)	(8,939) Lower Revenue	63,799 Higher Expenses	Expense includes partnership distribution which exceeds YTD budget by $58k.
Evergreen Knoll	17,625	27,716	1,639 Higher Revenue	(8,452) Lower Expenses	
Riverbend	13,450	31,925	(1,458) Lower Revenue	(19,933) Lower Expenses	
Stone Arch Family	13,120	(21,908)	(1,386) Lower Budget	33,642 Higher Expenses	Expense includes partnership distribution which exceeds YTD budget by $46k.
Stone Arch Senior	18,525	27,366	729 on Budget	(8,112) Lower Expenses	Expense includes partnership distribution which exceeds YTD budget by $5k.
Multi-Family Properties					
Central Square Terrance	85,744	92,568	15,647 Higher Revenue	8,823 Higher Expenses	
Non-Owned/Managed Properties					
Cottage Street	1,195	252	132 On Budget	1,075 Higher Expenses	
Ashbrook	15,960	24,543	290 on Budget	(8,293) Lower Expenses	
Emerald Street	8,535	5,159	(5,466) Lower Revenue	(2,090) Lower Expenses	
Fairweather Lodge	1,755	2,624	(785) On Budget	(1,654) Lower Expenses	
TOTALS	535,044	1,303,616	1,320,178 Higher Revenue	551,595 Higher Expenses	

(a) excluding depreciation

Keene Housing

Cash Outlay - Year to Date - as of May 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	188,168	(3,357)	0	(27,625)	0	205,213	10,086	(14,972)	2,826,249	357,513
Monadnock Affordable (MAHC)	271,422	(35,594)	10,368	0	0	0	(2,973)	16,222	81	259,526	(11,896)
Keene Affordable (KAHP)	777,158	447,147	727,485	(37,963)	(316,441)		37,524	(110,908)	3,937	1,527,939	750,781
Meadow Road	31,442	17,345	(12,762)	(1,310)	0	0	9,516	(6,288)	321	38,264	6,822
Roxbury St Shelter	34,550	2,370	(656)	0	0	0	7,992	(30,493)	0	13,763	(20,787)
Section 8 Voucher Program (MTW)	535,763	442,230	n/a	n/a	n/a	n/a	9,594	(420,620)	3,643	570,610	34,847
Special Purpose Vouchers (Non-Elderly Disabled	15,728	23,209	n/a	n/a	n/a	n/a	22,471	10,420	341	72,169	56,441
Mainstream Voucher Program	139,006	5,077	n/a	n/a	n/a	n/a	(6,287)	353	162	138,311	(695)
Low Income Tax Credits (LIHTC)											
Brookbend East	223,973	24,873	(100,052)	(9,025)	0	0	(20,766)	28,688	607	**148,298**	(75,675)
Brookbend West	147,842	(1,453)	(1,820)	(4,839)	0	0	(27,516)	31,040	540	**143,794**	(4,048)
Evergreen Knoll	61,302	27,716	(10,439)	(12,835)	0	0	(25,418)	24,594	468	**65,388**	4,086
Riverbend	165,483	31,925	8,776	(6,039)	(43,719)	0	(17,098)	14,837	428	**154,593**	(10,890)
Stone Arch Family	141,513	(21,908)	(1,887)	(4,153)	0	(6,594)	(16,285)	9,122	309	**100,117**	(41,396)
Stone Arch Senior	38,879	27,366	(13,798)	11,136	0	(961)	(18,446)	10,458	433	**55,067**	16,188
Multi-Family Properties											
Central Square Terrance	72,469	92,568	(62,632)	(26,571)	(25,384)	0	(144,603)	105,341	1,265	**12,453**	(60,016)
Non-Owned/Managed Properties											
Cottage Street	4,197	252	0	3,067	0	0	3,313	(10,020)	24	**833**	(3,364)
Ash Brook	36,909	24,543	(11,331)	(3,550)	0	0	1,315	(10,647)	249	**37,488**	579
Emerald Street	5,600	5,159	(7,002)	(1,621)	0	0	(11,323)	9,895	2,148	**2,856**	(2,744)
Fairweather Lodge	306	2,624	0	(5)	0	0	(704)	(438)	18	**1,801**	1,495
TOTAL	5,172,278	1,303,616	520,893	(93,708)	(413,169)	(7,555)	5,519	(318,358)	2	6,169,518	997,240

(a) excluding depreciation

Keene Housing

Balance Sheet Summary - Assets - as of May 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)	1,725,857	1,100,392	0	0	0	10,498,474	127,835	438,953	13,891,511
Monadnock Affordable (MAHC)	259,526	0	0	0	0	1,026,446	1,421,565	820,946	3,528,483
Keene Affordable (KAHP)	1,527,939	152,489	646,333	0	0	89,924	17,718,771	26,327	20,161,783
Meadow Road	38,264	34,341	57,465	0	0	9,058	658,230	0	797,358
Roxbury St Shelter	13,763	0	0	0	0	1,863	444,644	0	460,270
Section 8 Voucher Program (MTW)	570,610	0	0	0	0	(1,141)	2,666	0	572,135
Special Purpose Vouchers (Non-Elderly Disabled)	72,169	0	0	0	0	26,363	0	0	98,532
Mainstream Voucher Program	138,311	0	0	0	0	6,374	0	0	144,685
Low Income Tax Credits (LIHTC)									
Brookbend East	148,298	50,070	138,635	195,241	0	15,854	6,000,967	63,666	6,612,731
Brookbend West	143,794	62,527	81,943	175,220	0	26,568	5,583,114	42,965	6,116,131
Evergreen Knoll	65,388	46,032	151,077	86,462	0	8,181	3,015,681	4,263	3,377,084
Riverbend	154,593	40,651	54,896	37,834	0	10,087	1,344,278	0	1,642,339
Stone Arch Family	100,117	62,821	69,271	89,867	0	4,674	2,779,916	9,204	3,115,870
Stone Arch Senior	55,067	61,035	109,810	122,785	0	10,686	3,086,859	16,848	3,463,090
Multi-Family Properties									
Central Square Terrance	12,453	184,088	211,034	0	16,450	12,098	1,547,909	36,272	2,020,304
Non-Owned/Managed Properties									
Cottage Street (MFS)	833	1,519	8,381	12,580	6,087	3,534	411,433	6,000	450,367
Ash Brook (MHO)	37,488	20,797	69,059	0	8,849	2,424	646,611	5,587	790,815
Emerald Street (CHO)	2,856	7,800	68,007	0	5,923	1,916	138,307	0	224,809
Fairweather Lodge (CHO)	1,801	2,551	12,667	0	0	2,741	22,681	0	42,441
TOTALS	**5,069,126**	**1,827,113**	**1,678,578**	**719,989**	**37,309**	**11,756,124**	**44,951,467**	**1,471,031**	**67,510,737**

(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

(1,316)

Keene Housing

Balance Sheet Summary - Liabilities - as of May 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)	66,549	6,100	0	28,375	564	13,620,614	169,309	13,891,511
Monadnock Affordable (MAHC)	0	0	0	17,626	516,394	3,051,407	(56,944)	3,528,483
Keene Affordable (KAHP)	3,523	21,431	0	140,891	15,906,296	3,953,516	136,126	20,161,783
Meadow Road	0	90,551	0	19	553,450	152,627	711	797,358
Roxbury St Shelter	2	38,415	0	(410)	293,507	129,631	(876)	460,269
Section 8 Voucher Program (MTW)	8,762	30,478	0	18,625	0	72,458	441,814	572,137
Special Purpose Vouchers (Non-Elderly Disabled)	38,719	0	0	1,940	0	34,664	23,210	98,533
Mainstream Voucher Program	1,537	0	0	971	0	137,099	5,077	144,684
Low Income Tax Credits (LIHTC)								
Brookbend East	123	2,554	0	24,677	1,169,325	5,471,901	(55,851)	6,612,729
Brookbend West	40	2,254	0	51,500	1,728,166	4,409,703	(75,433)	6,116,230
Evergreen Knoll	0	0	0	45,645	1,806,100	1,555,701	(30,363)	3,377,083
Riverbend	578	127,736	0	61,765	600,154	844,900	7,207	1,642,340
Stone Arch Family	0	0	0	32,256	592,830	2,558,166	(67,382)	3,115,870
Stone Arch Senior	0	0	0	38,333	568,947	2,879,788	(23,976)	3,463,092
Multi-Family Properties								
Central Square Terrance	0	82,136	914,911	136,323	2,849,314	(2,017,931)	55,550	2,020,303
Non-Owned/Managed Properties								
Cottage Street	10	682	0	(175)	498,131	(43,592)	(4,690)	450,366
Ash Brook	57	3,210	0	8,055	787,839	(12,946)	4,600	790,815
Emerald Street	4,200	1,687	0	4,758	162,666	50,276	1,222	224,809
Fairweather Lodge	0	500	0	3,566	0	37,240	1,137	42,443
TOTALS	**124,100**	**407,734**	**914,911**	**614,740**	**28,033,683**	**36,885,222**	**530,448**	**67,510,838**

Capital Purchases/Renovations details
2017 budget

6/15/2017

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)	Ingram Construct	KAHP-Harper Acres	$519,000		$475,000	($44,000)
Windows (538 units/roof repair) plus contingency	Ingram Construct	KAHP-Harper Acres	$993,000	*	$573,000	($420,000)
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		$0	($15,000)
Storage Shed Doors	All Seasons	KAHP-Forest View	$10,000		$6,672	($3,328)
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)
Implementation of RAP	LE Environmental	KAHP-Bennett	$0		$44,000	$44,000
Consulting for 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**		**$1,474,490**	**($455,053)**
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	*	$5,480	($24,520)
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
Bathroom Rehab		CST			$4,273	$4,273
Heat Pump replace/repair		CST			$4,203	$4,203
Landscaping		Meadow Rd	$20,000		$13,000	($7,000)
Heaters in Entry Halls		Meadow Rd	$18,000		$18,000	$0
smoke alarms (18)	Elm City Electric	Meadow Rd	$3,600		$10,552	$6,952
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		$4,635	($365)
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**		**$2,437,571**	**($497,520)**
MTW Funding (non-HAP current year)		KAHP	($415,000)		($300,000)	
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**		**$427,481**	

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	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 09/20/16	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 05/13/16	05/13/19
		03/21/14 - 04/21/14	ARCHITECT/ENGINEERING	AGENCY WIDE	STEVENS & ASSOCIATES	FEE FOR SERVICE	RENEWED 06/15/16	06/14/19
		03/21/14 - 04/21/14	ARCHITECT/ENGINEERING	AGENCY WIDE	DIETZ ASSOCIATES	FEE FOR SERVICE	RENEWED 09/27/16	10/16/19
RFP	111-TR	03/15/14 - 03/28/14	TRASH REMOVAL	AGENCY WIDE	WASTE MANAGEMENT	FEE FOR SERVICE	**EXPIRED**	04/30/17
RFP	112-EL	04/12/14 -04/28/14	ELECTRICAL	AGENCY WIDE	TATTERSALL ELECTRIC	FEE FOR SERVICE	**EXPIRED**	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	**EXPIRING**	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	01/31/18
QBS	115-LG	07/01/14 - 08/31/14	LEGAL	AGENCY WIDE	BRAGDON, DOWD & KOSSAYDA	< $50,000.00	RENEWED 09/1/16	08/31/17
		07/01/14 - 08/31/14	LEGAL	AGENCY WIDE	DRUMOND WOODSUM	FEE FOR SERVICE	RENEWED 09/1/16	08/31/17
		07/01/14 - 08/31/14	LEGAL	AGENCY WIDE	HAWKINS DELAFIELD & WOOD	FEE FOR SERVICE	RENEWED 09/1/16	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 09/1/16	08/31/17
		EMERGENCY HIRE	LAWN CARE/LANDSCAPING	AGENCY WIDE	AGM LANDSCAPING	<$69,000.00	**EXPIRED**	**11/14/15**
		RENEWAL	LAWN CARE/LANDSCAPING	AGENCY WIDE	AGM LANDSCAPING	<$97,500.00	RENEWED 03/21/17	11/30/17
RFP	118-TA	11/30/15 -12/30/15	TECHNICAL ASSISTANCE	AGENCY WIDE	EDGEMERE CONSULTING	< $50,000.00	RENEWED 02/01/17	01/31/18
RFP	119-GD	11/30/15 -12/30/15	GRAPHIC DESIGN	AGENCY WIDE	SILVER DIRECT	< $15,000.00	RENEWED 02/01/17	01/31/18
RFP	120-CA	2/25/16 - 04/15/16	CAPITAL NEEEDS ASSESSMENT	EK/CST/SAV	GDS ASSOCIATES	<$8,676.00	EXECUTED 05/06/16	06/12/17
RFP	121-DC	7/05/16 - 08/12/16	DEVELOPMENT CONSULTING	AGENCY WIDE	TAG ASSOCIATES	< $50,000.00	EXECUTED 09/01/16	08/31/19
RFP	121-DC	7/05/16 - 08/12/16	DEVELOPMENT CONSULTING	AGENCY WIDE	NNEHIF	< $50,000.00	EXECUTED 10/01/16	09/30/19
RFP	122-HS	7/29/16 - 08/31/16	HEATING/AC/AH	AGENCY WIDE	GARY JACKSON HEATING	<$23,952.00	EXECUTED 09/09/16	09/14/17
RFP	123-SC	08/24/16 - 09/30/16	SOLAR CONSULTING	AGENCY WIDE	COMPETITIVE ENERGY SERVICES	$10,000.00 PHASE 1& 2	EXECUTED 11/15/16	11/14/17
RFP	124-ES	10/20/16 -11/15/16	ENVIRONMENTAL SERVICES	AGENCY WIDE	LE-ENVIRONMENTAL	< $50,000.00	EXECUTED 12/07/16	12/06/17
RFP	125-TR	03/17/17 - 04/14/17	TRASH REMOVAL	AGENCY WIDE	WASTE MANAGEMENT	FEE FOR SERVICE	EXECUTED 05/01/17	04/30/19
RFP	126-EL	03/17/17 - 04/13-17	ELECTRICAL	AGENCY WIDE	ELM CITY ELECTRIC	FEE FOR SERVICE	EXECUTED 05/15/17	05/14/19
RFP	127-PG	05/01/17 - 05/18/17	PROPANE GAS HEATING	AGENCY WIDE	L & G PROPANE	1.2009 PER GALLON	AWARDED	06/30/19

KEY:

IFB Invitation for Bid

QBS Qualifications Based Selection

RFB Request for Bid

RFP Request for Proposal/Procurement

RFQ Request for Quote/ Qualifications

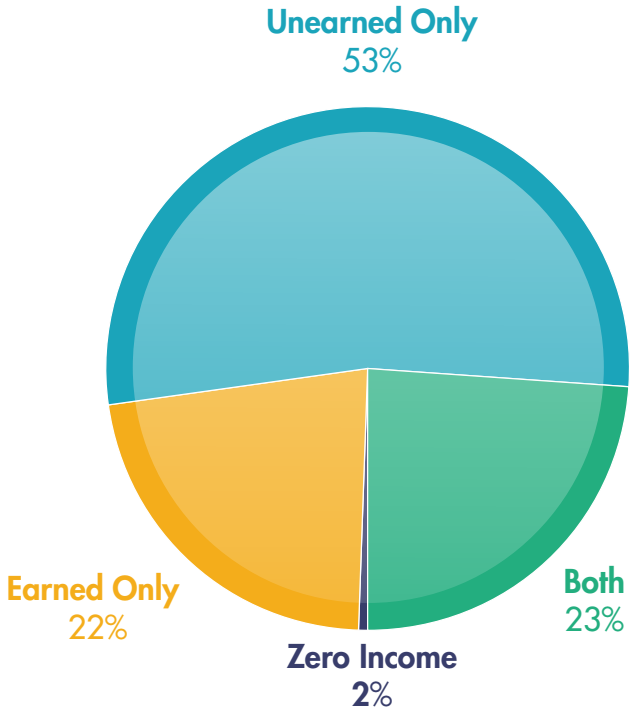
Income & Employment

Median Income

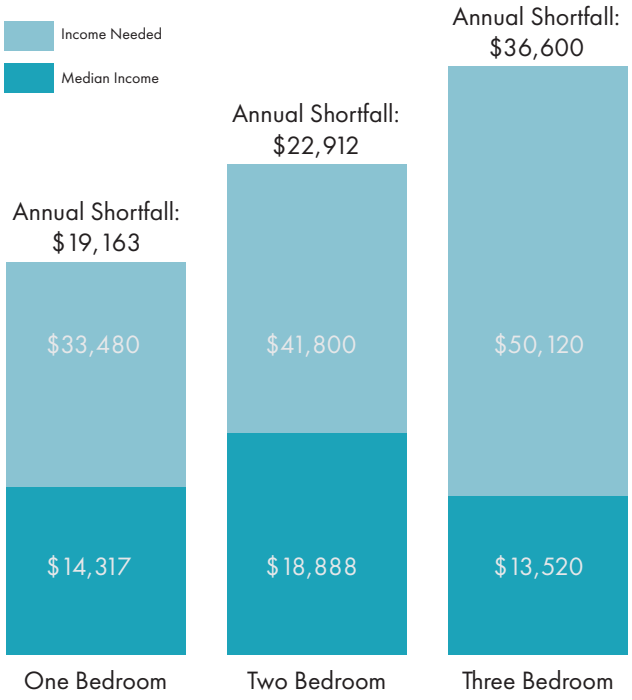
Non-Elderly, Non-Disabled Households
258 (29%)
$25,080

Elderly/Disabled Households
645 (71%)
$13,476

Primary Income Sources



Median Income vs. Market Rents*



89%
(258) of KH-assisted work-able households are employed

$14.47
the median hourly full time equivalent (FTE) wage for Cheshire County

33%
of employed KH assisted households with earnings equal to or greater than the Cheshire County FTE wage+

*2016 Residential Rental Cost Survey. New Hampshire Housing Finance Authority. +2016 American Community Survey. US Census Bureau.

JULY 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 Office Closed Independence Day	5	6	7	8
9	10 Listening Tour & Picnic Stone Arch Village	11	12	13 Rain Date Listening Tour & Picnic Stone Arch Village	14	15
16	17	18	19 Board of Commissioners Meeting	20 Listening Tour & Picnic Brookbend/Meadow/ Ashbrook	21	22
23	24 Rain Date Listening Tour & Picnic Brookbend/Meadow/ Ashbrook	25	26	27	28	29
30	31 Listening Tour & Picnic Evergreen/Riverbend					

Keene Housing

August 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3 Rain Date Listening Tour & Picnic Evergreen/Riverbend	4	5
6	7	8	9	10 Listening Tour & Picnic Harper Acres	11	12
13	14	15	16 Listening Tour & Picnic North & Gilsum	17 Rain Date Listening Tour & Picnic Harper Acres	18	19
20	21 Listening Tour & Picnic Forest View	22	23 Board of Commissioners Meeting	24	25	26
27	28	29	30	31		

Keene Housing