Keene Housing

Keene Housing
Board of Commissioners Meeting
June 20, 2018

Central Square Terrace Community Garden

Meeting Location:
Forest View Family Activity Center
5 Harmony Lane
Keene, NH 03431

Keene Housing

Board of Commissioners Meeting
Wednesday, June 20, 2018
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Keene Housing

BOARD OF COMMISSIONERS MEETING
WEDNESDAY, JUNE 20, 2018
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 22, 2018 Keene Housing Board Meeting Minutes

IV. Executive Director's Report

V. Management Report

VI. Finance Report

VII. Old Business

VIII. New Business

a. Approval of 2018 Revised Capital Budget (Resolution No. 609)

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 Annual Meeting
Tuesday, May 22, 2018

Vice Chairperson Mack called the Keene Housing Board of Commissioners meeting to order at 5:40 p.m. Vice Chairperson Mack asked that the minutes reflect who attended the meeting and declared a quorum present.

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

Absent:
- Jen Marsh, Commissioner

Also in attendance:
- Joshua Meehan, Secretary
- Linda Griffin, Director of Finance
- Sandy Clark, Director of Facilities and Assets
- Amy Wright, Director of Administration
- Denise Pratt, Director of Programs and Services
- Denise Comstock, Director of Housing
- Linda Mangones, CDBG Administrator

MINUTES:

Vice Chairperson Mack called for approval of the April 18, 2018 Board of Commissioners meeting minutes. Commissioner Slack made a motion to approve the minutes. Commissioner Moses seconded the motion, which upon being put to vote, the minutes passed unanimously.

Vice Chairperson Mack called for approval of the April 25, 2018 Special Board of Commissioners meeting minutes. Commissioner Slack made a motion to approve the minutes. Commissioner Moses seconded the motion, which upon being put to vote, the minutes passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Secretary Meehan announced the Federal Fiscal Year 2018 Budget passed. Housing Assistance Payments (HAP) is set at a 99% proration which means Keene Housing will receive an additional $400,000 in funding. Ms. Griffin, Secretary Meehan and Ms. Clark are meeting tomorrow to discuss potential capital projects. Funding in 2019 should be similar however the Agency should plan for budget cuts in 2020.

Secretary Meehan updated the Commissioners on several capital projects. A few outstanding streetscape items at Harper Acres are being addressed including seeding, loam and sidewalks. Secretary Meehan executed a power purchase agreement with ReVision Energy for the photovoltaic (PV) project at Harper Acres. The PV project was supposed to begin this month. ReVision Energy recently changed its funding model and Keene Housing has been unable to reach the company to discuss the completion of the PV work. Plans are moving forward for the rehabilitation project at Central Square Terrace (CST). A Request for Proposals (RFP) was issued for a Construction Manager to oversee the project. Keene Housing plans to submit a Community Development Block Grant (CDBG) application for this project. Second to Brookbend; CST will be the largest rehabilitation project that the Agency has done in several years.

Keene Housing applied for tax credits from Community Development Finance Authority (CDFA) to raise funds for heat pumps at Forest View and the Agency committed $100,000 for the project.

Keene Housing recently found out it is not eligible for the U.S. Department of Agriculture's Rural Energy for America Program (REAP) grant. The anticipated additional funding of $400,000 from HUD in 2019 may help fund the project.

Keene Housing contacted the Public Utility Commission (PUC) to request the consolidation of individual meters at each property. The Agency spends approximately $36,000 in meter readings each year. Eversource does not support the consolidation and is fighting the request. The Office of the Consumer Advocate wrote a letter in support of Keene Housing's position.

Secretary Meehan recognized Ms. Wright for taking responsibility of the monthly management reports.

MANGEMENT REPORT:

Ms. Comstock reviewed the current vacancies of Keene Housing. She stated the Agency is holding units offline at CST, Harper Acres and Bennett Block for the CST rehabilitation project. Keene Housing continues to struggle to fill 3 and 4 bedroom vacancies. In addition, applicants are not meeting eligibility requirements or are no longer interested in housing once they go through the screening process.

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. 606 – Election of Officers

The Keene Housing Board of Commissioners adopts the slate of officers as presented, pursuant to the May 15, 2018 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director. Commissioner Slack moved the motion to approve the resolution. Commissioner Coates seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 607 – Approval of Moving to Work 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 May 3, 2018 memorandum from Director of Programs and Services, Denise Pratt to Executive Director, Joshua R. Meehan. Commissioner Slack moved the motion to approve the resolution. Commissioner Coates seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 608 – Approval of Code of Conduct for HUD Awarded Assistance Under

Discretionary Program Notice of Funding Availability

The Keene Housing Board of Commissioners adopts a Code of Conduct for HUD Awarded Assistance Under Discretionary Program NOFAs pursuant to the May 17, 2018 Memorandum from Denise C. Pratt, Director of Programs and Services 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.

Discussion of Finance Committee

Secretary Meehan stated there are several large construction projects on the horizon. A question was presented to Secretary Meehan whether the Board may see value in a finance sub-committee to provide counsel on real estate transactions and finance issues. Keene Housing has several attorneys review real estate transactions and the Commissioners do not believe a finance committee is not necessary at this time. All agreed this could be readdressed, if needed, in the future.

Quarterly Community Garden/Farm to Family Report

No discussion items presented.

PUBLIC COMMENT:

No members of the public were present.

NON-PUBLIC SESSION:

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

Commissioner Coates made a motion to adjourn the meeting. Commissioner Slack seconded the motion, which upon being put to vote, was passed unanimously. There being no further business, Chairperson Mack adjourned the Board meeting at 6:47 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

5/29/2018
Date

Keene Housing

Resolution No. 609

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item: 2018 Capital Budget Revision

2. Date of Board Meeting: June 20, 2018

3. Proposed Board Resolution:

That the Keene Housing Board of Commissioners, authorizes the adoption of the revised Keene Housing 2018 Capital Budget as presented, pursuant to the June 4, 2018 memorandum from Linda Griffin, Finance Director 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 XX No __ Source _____

Account #_____

Finance Manager Approval Signature _____ Date: 6/4/2018

7. Executive Director Approval Signature _____ Date: 6/4/2018

Keene Housing

INFORMATIONAL MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Linda Griffin, Finance Director
Cc: Sandy Clark, Director of Facilities and Assets
Subject: **2018 Capital Budget Revision**
Date: June 4, 2018

This memorandum proposes a 2018 capital budget revision to the previously approved Keene Housing (KH) capital budget presented at the December 20, 2017 Commissioners' meeting. The proposed net increase to the capital improvements budget is $114,712.

FUNDING SUMMARY:
Keene Housing recently received HUD 2018 MTW funding approval of $5,772,046 which is based on the MTW agreement plus an inflation factor and pro-ration. This is an increase in funds of $468,447 from the original assumptions used for budgeting. The majority of KH MTW funding is allocated for the Voucher Housing Assistance Payments (HAP) and the year to date actuals have been confirmed to be on budget. KH's HUD approved MTW Plan allows for non-HAP use of funds, so the net increase in the funding can be allocated to the preservation of affordable housing. The KH capital improvement list prioritizes the demands of the portfolio.

The original funding assumption for capital improvements was $247,950 and can now be increased to $680,892. It is proposed that $567,034 be allocated for use in 2018 and $113,858 be set aside for use in 2019.

CAPITAL IMPROVEMENTS PROPOSED:
The original capital budget had assumed that 'cash on hand' would be needed, along with the MTW funding, to support the project list. This increase in MTW funding enables KH to hold onto the 'cash on hand'. In addition, the project list was reprioritized and a few previously deferred items were moved back into 2018 while a few other items were removed from the active list, the revised list is attached.

BACKGROUND:
The original board approval, stated that the Director of Finance is authorized to make necessary line item adjustments at the discretion of the Executive Director not to exceed a 10% increase or the aggregate total not to exceed $100,000. This revised budget request proposes the additional use of MTW funds by $319,858 and increase in the capital budget of $114,712.

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

Resolution:

That the Keene Housing Board of Commissioners, authorizes the adoption of the revised Keene Housing 2018 Capital Budget as presented, pursuant to the June 4, 2018 memorandum from Linda Griffin, Finance Director to Joshua Meehan, Executive Director.

Capital Purchases/Renovations details 2018

Description	Location	Original Budget	Revised Budget	CHANGES
Bathroom Exhaust Fans (1/3 install w/staff)	KAHP-Harper Acres	$16,800	$14,518	($2,282)
Bathroom Exhaust Fans (2/3 install w/staff)	KAHP-Harper Acres	$0	$30,000	$30,000
Transformer Replacement (last one)	KAHP-Harper Acres	$25,000	$25,000	$0
Thermostats (common hallways 14 bldg)	KAHP-Harper Acres	$10,150	$9,450	($700)
Sunroom Furniture (14)	KAHP-Harper Acres	$14,000	$15,327	$1,327
Picnic Tables	KAHP-Harper Acres	$10,129	$6,100	($4,029)
Unplanned Life/Safety or RA	KAHP-Harper Acres	$10,000	$10,000	$0
Doors w/autoclosures	KAHP-Harper Acres	$0	$75,000	$75,000
Roof Supports for solar project	KAHP-Harper Acres	$0	$5,400	$5,400
Streetscape project from 2017	KAHP-Harper Acres	$0	$47,281	$47,281
Window project from 2017	KAHP-Harper Acres	$0	$63,472	$63,472
Water Shut Offs Located In Crawl Spaces	KAHP-Forest View	$14,196	$14,196	$0
Landscaping Phase 1 (area drains-$33k plus engineering fee	KAHP-Forest View	$50,000	$33,000	($17,000)
Property Sign	KAHP-Forest View	$3,000	$3,000	$0
Cement Stairs	KAHP-Forest View	$7,056	$14,000	$6,944
Gutters on Front Stairs	KAHP-Forest View	$0	$6,800	$6,800
Solor Project (KH investment portion)	KAHP-Forest View	$60,000	$0	($60,000)
Unplanned Life/Safety or RA	KAHP-Forest View	$10,000	$10,000	$0
Screen Doors	KAHP-North & Gilsum	$14,500	$9,000	($5,500)
Entry doors (24)	KAHP-North & Gilsum	$0	$35,000	$35,000
Windows (includes architect fees $15,550)	KAHP-North & Gilsum	$250,000	$302,486	$52,486
Cement Stairs (15)	KAHP-North & Gilsum	$107,140	$65,500	($41,640)
Asphalt repairs	KAHP-North & Gilsum	$20,000	$0	($20,000)
Landscaping Phase 1 (need plan)	KAHP-North & Gilsum	$40,000	$0	($40,000)
lights in crawl spaces	KAHP-North & Gilsum	$4,000	$4,000	$0
Unplanned Life/Safety or RA	KAHP-North & Gilsum	$10,000	$10,000	$0
Remediation Of Ground Soil monitoring	KAHP-Bennett	$12,000	$12,000	$0
Unplanned Life/Safety	KAHP-Bennett	$10,000	$10,000	$0
Stairs (outside porch/front)	KAHP-West St.	$31,592	$16,000	($15,592)
Unit Flooring (vinyl)	KAHP-17-19 Roxbury Ct	$3,800	$0	($3,800)
Kitchen upgrade (Cabinets, Counters, Oven, Cooktop, Regrig	KAHP-17-19 Roxbury Ct	$7,150	$0	($7,150)
Public Art	Locals	$10,000	$10,000	$0
Sheds (18)	Meadow Rd	$0	$36,000	$36,000
	PROJECT TOTAL	$750,513	$892,530	$142,017

SUMMARY OF CHANGES:

Projects approved in 2017 and not completed				$110,753
Projects cancelled/postponed for 2018				($130,950)
Projects that have come under/over budget in 2018				($25,986)
Projects added in 2018				$188,200

SUMMARY OF FUNDING:

MTW Funding (ORIGINAL BUDGET)	MTW 2018	$247,950	$247,950	
MTW Funding (ADDITIONAL BUDGET)	MTW 2018		$432,942	
Bank financing	balance from 2017		$325,496	

CASH NEEDED:

Cash needed	$502,563	$0	

Capital Purchases/Renovations details 2018

Description	Location	Original Budget		Revised Budget	CHANGES
	Balance to Carryover to 2019	$0		$113,858	
Back Door step	Riverbend Apartments	$3,000		$3,000	$0
Shed	Riverbend Apartments	$6,500		$6,500	$0
Property Sign	Riverbend Apartments	$3,000		$3,000	$0
Laundry Room Floor	Evergreen knoll	$3,000		$3,000	$0
Property Sign	Evergreen knoll	$2,500		$2,500	$0
Light Alarm (for notification of boiler down)	SAV Family	$5,000		$5,000	$0
Shed	SAV Senior	$6,500		$0	($6,500)
Reasonable Accommodations (2 @ $4000)	CST	$8,000		$8,000	$0
Unplanned	CST	$10,000		$10,000	$0
Light Alarm (for notification of boiler down)	Brookbend West	$5,000		$5,000	$0
Boiler Room ventilation equipment(7)	Brookbend West	$11,293		$11,293	$0
Boiler Room digital displays	Brookbend West	$4,070		$4,070	$0
Landscaping around buildings	Brookbend West	$5,000		$5,000	$0
Light Alarm (for notification of boiler down)	Brookbend East	$5,000		$5,000	$0
Boiler Room ventilation equipment(7)	Brookbend East	$11,293		$11,293	$0
Boiler Room digital displays	Brookbend East	$4,070		$4,070	$0
Landscaping around buildings	Brookbend East	$5,000		$5,000	$0
Vehicles	Locals	$35,000		$24,615	($10,385)
Skid Steer	Locals	$50,000		$39,581	($10,419)
Server for Agency	Locals	$21,403		$21,403	$0
Exterior Basement Doors (2)	MAHC-SAV office	$4,000		$4,000	$0
Hallway Carpet in main office	MAHC-SAV office	$30,000		$19,000	($11,000)
Roof Replacement	MAHC-SAV office	$0		$11,000	$11,000
Landscaping/Trees	Ashbrook	$4,000		$4,000	$0
replace handrail	Emerald	$9,000		$9,000	$0
Stone Wall/Retaining Wall	Fairweather Lodge	$1,000		$1,000	$0
	PROJECT TOTAL	$252,629		$225,324	($27,303)

SUMMARY OF CHANGES:

Projects approved in 2017 and not completed					$0
Projects cancelled/postponed for 2018					($6,500)
Projects that have come under/over budget in 2018					($31,804)
Projects added in 2018					$11,000

SUMMARY OF FUNDING:

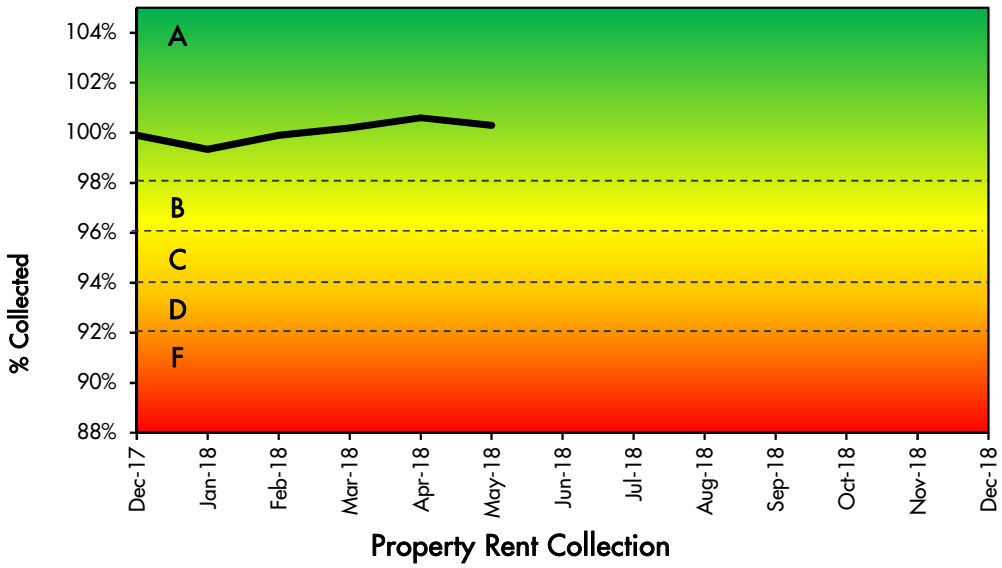
Cash or Reserves used for funding	FUNDING	$252,629		$225,324	
	GRAND TOTAL	$1,003,142		$1,117,854	$114,712

Keene Housing

MANAGEMENT REPORT
MAY 2018

Residential Property Rent Collection Report
May 2018

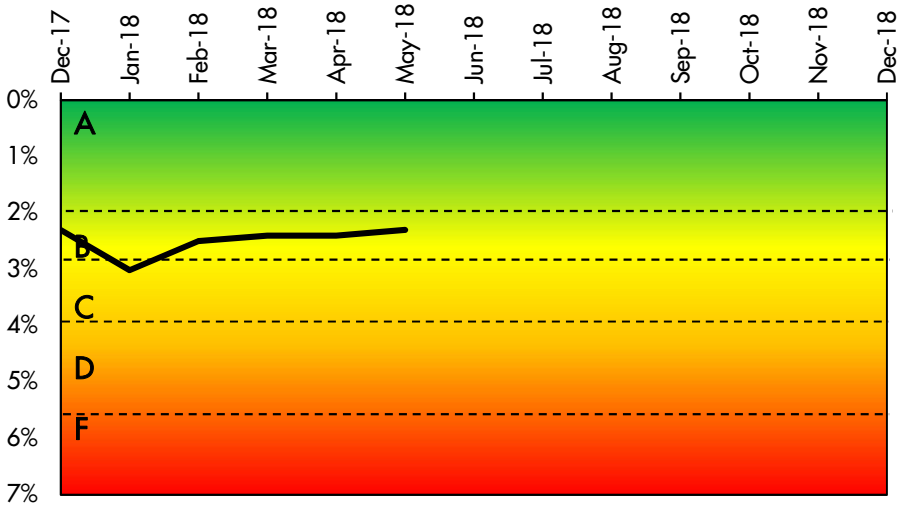
Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$10,800	$10,800	100.0%	A	$53,524	$53,530	100.0%	A
Bennett Block	$4,883	$4,883	100.0%	A	$23,641	$23,979	101.4%	A
Brookbend East	$14,623	$13,605	93.0%	D	$74,205	$76,828	103.5%	A
Brookbend West	$11,348	$11,346	100.0%	A	$55,761	$55,805	100.1%	A
Central Square Terrace	$25,849	$25,848	100.0%	A	$128,633	$128,098	99.6%	A
Cottage Street	$1,112	$1,205	108.4%	A	$5,532	$5,572	100.7%	A
Evergreen Knoll LP	$12,222	$11,766	96.3%	B	$63,949	$63,591	99.4%	A
Forest View	$19,583	$19,545	99.8%	A	$93,623	$93,302	99.7%	A
Harper Acres	$41,224	$41,484	100.6%	A	$200,481	$200,644	100.1%	A
Meadow Road Apartments	$4,820	$4,820	100.0%	A	$23,878	$23,878	100.0%	A
North and Gilsum	$14,412	$13,922	96.6%	B	$68,755	$68,657	99.9%	A
Riverbend Apartments	$10,762	$10,763	100.0%	A	$52,790	$54,128	102.5%	A
Scattered Sites	$9,999	$10,330	103.3%	A	$49,786	$49,779	100.0%	A
Stone Arch Village Family	$10,484	$10,429	99.5%	A	$49,682	$49,868	100.4%	A
Stone Arch Village Senior	$11,826	$11,880	100.5%	A	$59,093	$59,066	100.0%	A
Totals	**$203,947**	**$202,626**	**99.35%**	A	**$1,003,333**	**$1,006,725**	**100.3%**	A



Monthly Vacancy Report

May 2018

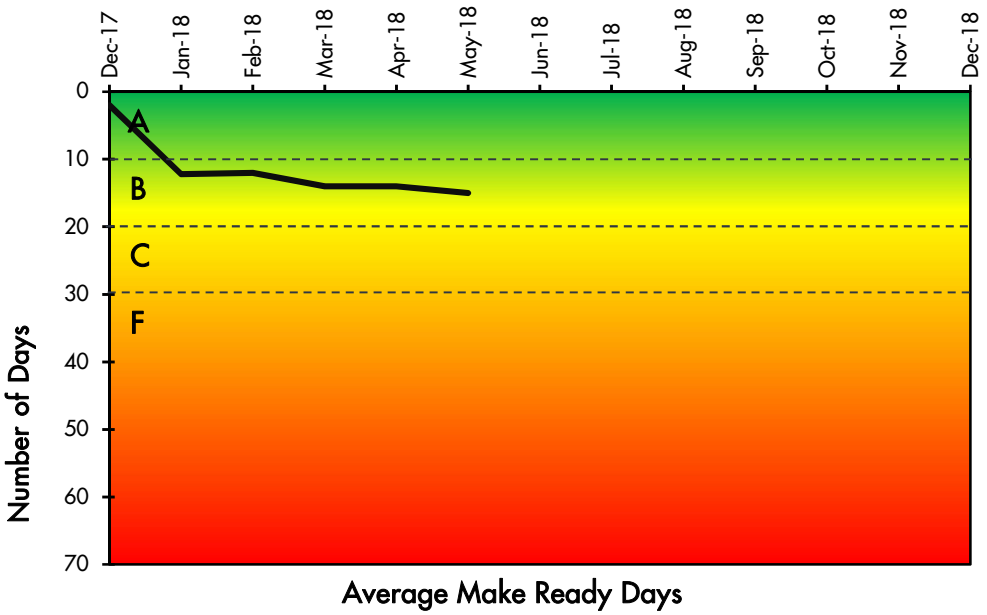
Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	744	0	-	NONE	0.5%	A
Bennett Block	13	403	0	-	NONE	0.0%	A
Brookbend East	40	1240	31	2.5%	A	2.9%	A
Brookbend West	35	1085	54	5.0%	C	6.0%	D
Central Square Terrace	86	2648	0	-	NONE	0.4%	A
Cottage Street	3	93	0	-	NONE	0.0%	A
Evergreen Knoll LP	32	992	31	3.1%	B	2.9%	A
Forest View	38	1178	62	5.3%	D	6.0%	D
Harper Acres	111	3440	0	-	NONE	0.9%	A
Meadow Road	18	558	59	10.6%	F	4.9%	C
North and Gilsum	29	899	31	3.4%	B	5.6%	D
Riverbend Apartments	24	744	0	-	NONE	0.9%	A
Scattered Sites	18	558	31	5.6%	D	6.5%	F
Stone Arch Village Family	24	744	27	3.6%	B	1.0%	A
Stone Arch Village Senior	33	1023	0	-	NONE	0.7%	A
Report Totals:	**528**	**16,349**	**326**	**2.0%**	**A**	**2.3%**	**B**



Percentage of Total Days That Units Are Vacant

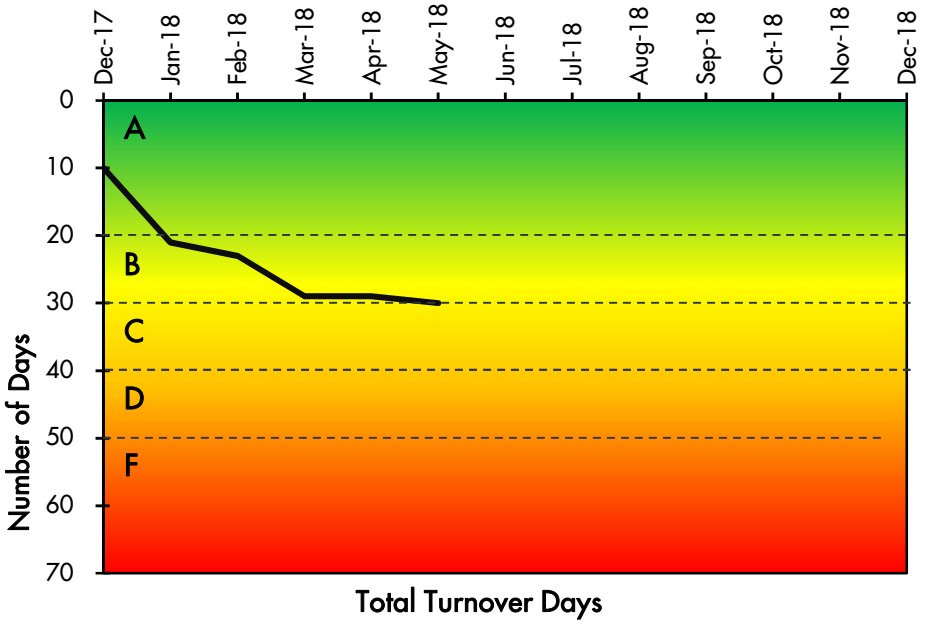
Unit Make Ready Days
May 2018

Community	Number of Units Made Ready	Avg. Make Ready Days	Monthly Grade	YTD Number of Units Made Ready	YTD Avg. Make Ready Days	YTD Grade
Ash Brook Apartments	-	-	NONE	-	-	NONE
Bennett Block	-	-	NONE	-	-	NONE
Brookbend East	-	-	NONE	2	11	B
Brookbend West	1	11	B	3	9	A
Central Square Terrace	-	-	NONE	-	-	NONE
Cottage Street	-	-	NONE	-	-	NONE
Evergreen Knoll LP	1	13	B	3	8	A
Forest View	-	-	NONE	5	16	B
Harper Acres	-	-	NONE	4	11	B
Meadow Road	1	25	C	3	19	B
North and Gilsum	-	-	NONE	5	16	B
Riverbend Apartments	-	-	NONE	-	-	NONE
Scattered Sites	-	-	NONE	4	14	B
Stone Arch Village Family	1	10	A	1	10	A
Stone Arch Village Senior	-	-	NONE	1	1	A
Report Totals:	**4**	**15**	**B**	**27**	**15**	**B**



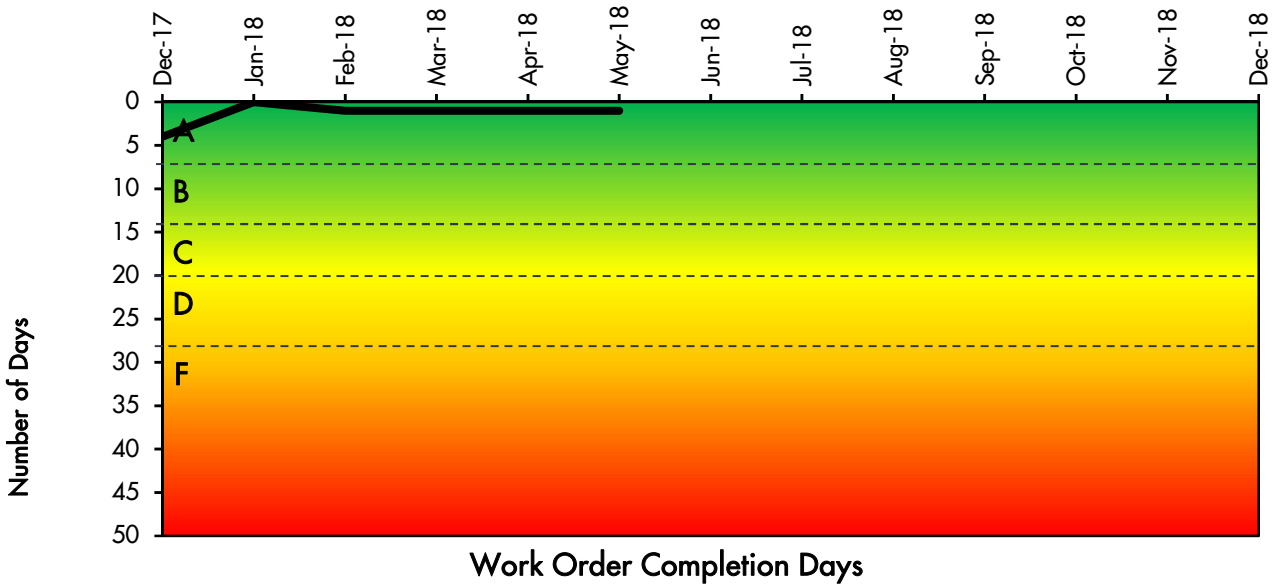
Unit Turnover
May 2018

Community	Number of Units Turned in Month	Average Turnover Days in Month	Monthly Grade	YTD Number of Units Turned	YTD Avg. Turnover Days	YTD Grade
Ash Brook Apartments	-	-	NONE	1	17	A
Bennett Block	-	-	NONE	-	-	NONE
Brookbend East	2	16	A	4	44	D
Brookbend West	3	18	A	5	63	F
Central Square Terrace	5	0	A	6	9	A
Cottage Street	-	-	NONE	-	-	NONE
Evergreen Knoll LP	1	31	C	6	23	B
Forest View	3	21	B	7	49	D
Harper Acres	-	-	NONE	8	19	A
Meadow Road	2	30	B	3	45	D
North and Gilsum	1	31	C	7	35	C
Riverbend Apartments	-	-	NONE	1	31	C
Scattered Sites	1	31	C	4	44	D
Stone Arch Village Family	2	14	A	2	19	A
Stone Arch Village Senior	-	-	NONE	1	35	C
Report Totals:	**20**	**16**	**A**	**62**	**30**	**B**



Residential Property Non-Emergency Work Order Completion Days
May 2018

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	9	B	6	4	A
Ash Brook Apartments	6	0	A	55	1	A
Bennett Block	10	0	A	38	1	A
Brookbend East	11	0	A	61	1	A
Brookbend West	8	1	A	58	1	A
Central Square Terrace	86	1	A	296	1	A
Cottage Street	-	-	NONE	6	1	A
Emerald Street House	7	0	A	22	1	A
Evergreen Knoll LP	10	0	A	63	1	A
Forest View	17	1	A	79	1	A
Harper Acres	98	1	A	237	1	A
Keene Housing Main Office	7	1	A	27	1	A
Meadow Road	10	1	A	36	1	A
North and Gilsum	12	1	A	73	1	A
Riverbend Apartments	10	0	A	31	1	A
Scattered Sites	17	1	A	65	1	A
Stone Arch Village Family	8	0	A	38	1	A
Stone Arch Village Senior	36	1	A	124	1	A
Report Totals:	**355**	**1**	**A**	**1,315**	**1**	**A**



Residential Property Emergency Work Order Completion Days
May 2018

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	-	-	NONE
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:	**-**	**-**	**NONE**	**-**	**-**	**NONE**

Keene Housing

FINANCE REPORT
MAY 2018

Programs and Services FY 2018 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	$377,821	$345,898	92%	600	$576	102%	587	$751	$31,923
February	$377,821	$340,079	90%	595	$572	101%	587	$338	$37,742
March	$377,821	$344,727	91%	591	$583	101%	587	$1,557	$33,094
April	$377,821	$344,826	91%	598	$577	102%	587	$9,457	$32,995
May	$546,276	$342,707	63%	596	$575	102%	587	$2,720	$203,569
June									$0
July									$0
August									$0
September									$0
October									$0
November									$0
December									$0
Total	$2,057,560	$1,718,237	85%	2980	$577	102%	2935	$14,824	$339,323

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	$377,821	$336,611	89%	546	$617	93%	587	$751	$41,210
February	$377,821	$331,497	88%	542	$612	92%	587	$338	$46,324
March	$377,821	$336,255	89%	541	$622	92%	587	$1,557	$41,566
April	$377,821	$336,788	89%	546	$617	93%	587	$9,457	$41,033
May	$546,276	$334,414	61%	545	$614	93%	587	$2,720	$211,862
June									$0
July									$0
August									$0
September									$0
October									$0
November									$0
December									$0
Total	$2,057,560	$1,675,565	83%	2720	$616	93%	2935	$14,824	$381,995

Affordable Housing Preservation Program (AHPP)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$14,846	$14,579	98%	17	$858	94%	18	$0	$267
February	$14,846	$15,961	108%	17	$939	94%	18	$0	($1,115)
March	$14,846	$15,439	104%	18	$858	100%	18	$0	($593)
April	$14,846	$15,175	102%	17	$893	94%	18	$0	($329)
May	$14,871	$14,630	98%	17	$861	94%	18	$0	$241
June									$0
July									$0
August									$0
September									$0
October									$0
November									$0
December									$0
Total	$74,255	$75,784	102%	86	$881	96%	90	$0	($1,529)

Non-Elderly Disabled (NED)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$54,662	$52,256	96%	99	$528	99%	100	$0	$2,406
February	$54,662	$52,980	97%	100	$530	100%	100	$0	$1,682
March	$52,312	$53,104	102%	100	$531	100%	100	$0	($792)
April	$53,261	$53,868	101%	101	$533	101%	100	$0	($607)
May	$53,301	$51,214	96%	98	$523	98%	100	$0	$2,087
June									$0
July									$0
August									$0
September									$0
October									$0
November									$0
December									$0
Total	$268,198	$263,422	98%	498	$529	100%	500	$0	$4,776

Mainstream (MS)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$28,808	$28,112	98%	48	$586	96%	50	$0	$696
February	$28,808	$28,043	97%	47	$597	94%	50	$0	$765
March	$28,808	$28,580	99%	47	$608	94%	50	$0	$228
April	$28,617	$28,052	98%	47	$597	94%	50	$0	$565
May	$24,804	$28,474	115%	47	$606	94%	50	$0	($3,670)
June								$0	$0
July								$0	$0
August								$0	$0
September								$0	$0
October								$0	$0
November								$0	$0
December								$0	$0
Total	$139,845	$141,261	101%	236	$599	94%	250	$0	($1,416)

FY18 utilization targets are 98% in NEDs, AHPP, and Mainstream, 93% in MTW without THASP and Project MARCH, 101% with.

2017 Summary			
Program	UMA	UML	% UML
MTW	7044	7309	104%
NED	1200	1180	98%
MS	600	587	98%
AHPP	198	198	100%

Financial Report – May 31, 2018

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 $802k which is a net increase of $271k from the budget of $531k.

OPERATING REVENUES are $6,782k a net increase of $438k as compared to the budget of $6,344k. The most significant changes are related to:

VARIANCES for Revenue categories (Less)/Higher than Budget		
$29,978	Rent Revenue	Change in tenant rent – partly related to subsidy changes and partly increase in rent at some properties without corresponding increase in HAP.
($55,752)	HAP funding	The MTW funding budget is at 99.7% proration (per HUD pro-ration). The budget was set at 96.3%, the additional funding this year of $269k.
($12,037)	Other Income	Other Income is related to miscellaneous income and is less than budget. Grants funds: FSS funds is under budget by $4k, due to timing. CHT admin revenue is on budget and CDBG admin revenue is under budget by $7k. KH received a solar grant during 2018 of $10k. Interest income is over budget by $12k. Additionally, there is misc income throughout other properties is under budget by $24k.
($8,082)	Management Fees	Management fees are on budget.
$0	Development fees	No Development fees paid or expected (MAHC).
$10,381	Vacancy Loss (reduction to revenue)	Vacancy Loss (higher than budget is more of a reduction to revenue): KAHP year to date vacancy= $12k and higher than budget by $11k. CST year to date vacancy= $14k and higher than budget by $6k. BBW year to date vacancy= $11k and higher than budget by $1k. Evergreen year to date vacancy= $5k and higher than budget by $4k. BBE year to date vacancy= $4k and less than budget by $13k.
$4,198	Tenants Charges	Tenants Charges (laundry, damages, other fees)
$7,861	Admin Funding	HUD Section 8 admin funding is less than budget. NEDs and Mainstream admin revenue is on budget.
($44,215)	**Less than Budget**	**Operating Revenue**
$153,902	Partnership Distributions	Partnership fees, paid to Keene Housing or MAHC from surplus cash for 2017 on LIHTC properties managed. The total budget is $175k, actuals posted to date are $250k.
$327,853	MTW Transfer	The 2018 MTW Non-HAP funding used for Non-HAP initiatives. KAHP Capital Impr = $152k, KHKC = $16k
$437,540	**Higher than Budget**	**Total Revenue**

OPERATING EXPENSES are $5,979k a net increase of $166k as compared to the budget of $5,814k. The most significant changes are related to:

VARIANCES for Expense categories (Less)/Higher than Budget		
($41,027)	Admin Expenses	Administrative Expense are all under budget, except for the Energy Consulting and Legal, which are both related to the Solar Project at HA and CST.
($27,200)	Payroll and Benefits	Benefit Expenses are under budget by $19k. Salaries are on budget.
$17,225	Utilities Expenses	Fuel Expense is over budget by $11k. (KAHP by $4k, CST by $12k) Water & Sewer is under budget by $4k. Electric is over budget by $9k. (Over: KAHP by $32k, Under: CST by $13k, EK by $7k)
($62,344)	Maint Expenses	Maintenance Expenses under budget are: Materials by $20k, Maint service/repairs $16k, security $46k, Electrical $15k, Misc Equipment $15k. Maintenance Expenses over budget are: Snow removal by $16k, Vehicle repair by $4, Flooring by $16, Other Services by $6k (CST parking lease).
($10,965)	Insurance Expenses	Insurance Expenses under budget.
($6,073)	Property Tax Exp	Property Taxes under budget.
$2,366	Partnership taxes	Taxes under budget.
$3,621	Interest Expenses	Interest Expenses over budget.
($5,039)	Resident services	Residential Services are running under budget for now, timing.
($43,161)	HAP disbursements	HAP disbursements under budget.
($172,597)	**Less than Budget**	**Operating Expenses**
$132,832	Partnership Distributions	Partnership fees, paid to Keene Housing or MAHC from surplus cash for 2017 on LIHTC properties managed. The total budget is $55k, actuals posted to date are $187k.
$205,440	MTW Transfer	The YTD actuals = $168k The 2018 MTW Non-HAP funding used for Non-HAP initiatives. KAHP Capital Impr = $152k, KHKC = $16k
$165,675	**Higher than Budget**	**Total Expenses**

Keene Housing

Income Statement - Comparing Actuals to Budget - YTD - as of May 31, 2018

Program/Property	BUDGET	ACTUALS	Changes Compared to Approved Budget		
	Operational Surplus/ (Deficit)	Operational Surplus/ (Deficit)	Revenue (Less) /Higher than budget	Expenses (Less) /Higher than budget	Notes on variances
Keene Housing					
Central Office (Locals)	64,475	232,458	327,003 Higher Revenue	159,020 Higher Expenses	Revenue is MTW transfer $154k in; then out to funds capital projects and KHKC.
Monadnock Affordable (MAHC)	(16,505)	(6,759)	1,892 Higher Revenue	(7,854) Lower Expenses	
Keene Affordable (KAHP)	148,009	230,733	98,889 Higher Revenue	16,165 Higher Expenses	Revenue is MTW transfer in $134k to fund capital projects.
Meadow Road	17,421	28,013	816 on budget	(9,775) Lower Expenses	
Roxbury St Shelter	1,860	5,559	1,770 Higher Revenue	(1,929) Lower Expenses	
Section 8 Voucher Program (MTW)	5,063	(2,136)	(18,199) Lower Revenue	(11,000) Lower Expenses	
Special Purpose Vouchers (Non-Elderly Disabled)	(23,583)	5,137	19,537 Higher Revenue	(9,183) Lower Expenses	
Mainstream Voucher Program	(18,509)	(394)	2,510 Higher Revenue	(15,605) Lower Expenses	
Low Income Tax Credits Properties (LIHTC)					
Brookbend East	93,913	103,938	12,554 Higher Revenue	2,530 Higher Expenses	.
Brookbend West	72,710	4,632	(1,273) Lower Revenue	66,805 Higher Expenses	.
Evergreen Knoll	22,571	25,770	1,196 Higher Revenue	(2,003) Lower Expenses	
Riverbend	6,191	44,256	(6,180) Lower Revenue	(44,246) Lower Expenses	
Stone Arch Family	24,413	(15,940)	(7,723) Lower Revenue	32,630 Higher Expenses	Expense includes partnership distribution which exceeds YTD budget by $34k.
Stone Arch Senior	14,472	7,610	3,370 Higher Revenue	10,231 Higher Expenses	
Multi-Family Properties					
Central Square Terrance	90,992	100,373	0 On budget	(9,381) Lower Expenses	
Non-Owned/Managed Properties					
Cottage Street	884	723	(37) On Budget	124 On Budget	
Ashbrook	16,739	22,271	1,746 Higher Revenue	(3,786) Lower Expenses	
Emerald Street	9,371	14,197	(320) On Budget	(5,146) Lower Expenses	
Fairweather Lodge	68	1,977	(12) On Budget	(1,921) On Budget	
TOTALS	530,555	802,417	437,540 Higher than Budget	165,675 Higher than Budget	

(a) excluding depreciation

Keene Housing

Cash Outlay - Year to Date - as of May 31, 2018

Program/Property			change in balance sheet accounts affecting cash								
	Unrestricted Cash Balance at 1/1/18	Cash from Operations Surplus/ (Deficit)	Principal Payments	Reserve Accounts Net change (Incr)/Decr	Capital Improvement Payments	Changes in 'other' 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)	2,812,663	232,458	0	0	(85,647)	0	(7,197)	(4,873)	0	2,947,404	134,741
Monadnock Affordable (MAHC)	193,120	(6,759)	(7,530)	0	16,069	(71,253)	8,053	4,933	0	136,633	(56,487)
Keene Affordable (KAHP)	939,209	230,733	(75,141)	(32,745)	(37,834)	0	40,422	(254,023)	0	810,621	(128,588)
Meadow Road	20,140	28,013	(13,059)	(1,310)	(3,873)	0	7,396	(16,863)	0	20,444	304
Roxbury St Shelter	16,572	5,559	(674)	0	0	0	1,740	(987)	0	22,210	5,638
Section 8 Voucher Program (MTW)	73,857	(2,136)	n/a	n/a	n/a	n/a	38,879	34,311	0	144,911	71,054
Special Purpose Vouchers (Non-Elderly Disabled)	87,771	5,137	n/a	n/a	n/a	n/a	(23,866)	52	0	69,094	(18,677)
Mainstream Voucher Program	145,475	(394)	n/a	n/a	n/a	n/a	(7,729)	237	0	137,589	(7,886)
Low Income Tax Credits (LIHTC)											
Brookbend East	216,295	103,938	(103,492)	(9,974)	(15,626)	(94,782)	(6,481)	27,245	0	**117,123**	(99,172)
Brookbend West	168,611	4,632	(93,169)	(5,360)	(15,136)	0	(119)	7,990	0	**67,449**	(101,162)
Evergreen Knoll	42,610	25,770	(8,603)	(12,835)	(398)	0	(30,938)	16,486	0	**32,092**	(10,518)
Riverbend	35,304	44,256	(4,754)	(6,317)	0	0	(24,391)	3,608	0	**47,706**	12,402
Stone Arch Family	141,098	(15,940)	(1,848)	(4,280)	0	(7,110)	(18,295)	17,308	0	**110,933**	(30,165)
Stone Arch Senior	101,880	7,610	(35,718)	(6,457)	0	(3,171)	(20,355)	15,058	0	**58,847**	(43,033)
Multi-Family Properties											
Central Square Terrance	29,337	100,373	(65,971)	(27,090)	0	0	(123,788)	124,891	0	**37,752**	8,415
Non-Owned/Managed Properties											
Cottage Street	587	723	0	(1,000)	0	0	2,011	(1,396)	0	**925**	338
Ash Brook	39,005	22,271	(11,941)	(3,861)	0	0	1,145	(5,531)	0	**41,088**	2,083
Emerald Street	7,119	14,197	(7,317)	(1,650)	0	0	(10,531)	5,202	0	**7,020**	(99)
Fairweather Lodge	1,942	1,977	0	(875)	0	0	(222)	(438)	0	**2,384**	442
TOTAL	5,072,595	802,417	(429,217)	(113,754)	(142,445)	(176,316)	(174,266)	(26,790)	0	4,812,224	(260,371)

(a) excluding depreciation

Keene Housing

Balance Sheet Summary - Assets - as of May 31, 2018

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)	1,853,112	1,094,292	0	0	0	10,386,576	186,570	438,576	13,959,126
Monadnock Affordable (MAHC)	136,633	0	0	0	0	1,026,318	1,375,886	874,081	3,412,918
Keene Affordable (KAHP)	810,621	134,786	723,585	0	0	69,837	18,219,276	13,580	19,971,685
Meadow Road	20,444	37,297	60,610	0	0	10,783	651,617	0	780,751
Roxbury St Shelter	22,210	0	0	0	0	1,755	417,361	0	441,326
Section 8 Voucher Program (MTW)	144,911	0	0	0	0	2,275	1,666	0	148,852
Special Purpose Vouchers (Non-Elderly Disabled)	69,094	0	0	0	0	26,698	0	0	95,792
Mainstream Voucher Program	137,589	0	0	0	0	8,744	0	0	146,333
Low Income Tax Credits (LIHTC)									
Brookbend East	117,123	57,862	161,763	196,936	0	20,297	5,836,061	58,615	6,448,657
Brookbend West	67,449	44,385	94,348	176,741	0	20,204	5,430,429	38,872	5,872,428
Evergreen Knoll	32,092	45,680	161,881	87,122	0	19,651	2,903,732	3,196	3,253,354
Riverbend	47,706	51,297	69,847	50,455	0	10,968	1,795,150	0	2,025,423
Stone Arch Family	110,933	63,893	59,365	84,013	0	5,733	2,710,563	7,120	3,041,620
Stone Arch Senior	58,847	60,324	124,709	123,852	0	10,562	2,979,980	14,119	3,372,393
Multi-Family Properties									
Central Square Terrance	37,752	190,899	188,774	0	16,450	8,831	1,510,839	33,681	1,987,226
Non-Owned/Managed Properties									
Cottage Street (MFS)	925	2,164	10,823	12,639	6,116	3,549	399,523	5,250	440,989
Ash Brook (MHO)	41,088	19,079	78,101	0	8,926	2,786	598,694	5,277	753,951
Emerald Street (CHO)	7,020	8,632	71,967	0	10,607	2,745	129,227	0	230,198
Fairweather Lodge (CHO)	2,384	2,552	14,641	0	0	1,201	19,113	0	40,038
TOTALS	**3,717,932**	**1,813,142**	**1,820,414**	**731,758**	**42,099**	**11,639,513**	**45,165,687**	**1,492,367**	**66,423,059**

(a) cash
(b) Tenant Security Deps, Tax/Ins Escrows, MTW block grant
(c) A/R, N/R less doubtful accounts and due to/from
(d) Land/Buildings less depreciation
(e) Deferred Finance cost less amortization

Keene Housing

Balance Sheet Summary - Liabilities - as of May 31, 2018

Program/Property	ACTUALS							
	Payables Vendors and Tenants	Payables Related Properties	Payables Development fees	Accrued Liabilities	Loans	Capital and Retained Earnings	Net Income Current Year	Total Liabilities
Keene Housing								
Central Office (Locals)	0	7,371	0	26,301	0	13,708,456	217,000	13,959,128
Monadnock Affordable (MAHC)	2,522	0	0	19,022	498,664	2,918,676	(25,967)	3,412,917
Keene Affordable (KAHP)	5,099	0	0	149,425	15,729,373	4,204,101	(116,223)	19,971,775
Meadow Road	0	88,914	0	(3,059)	509,790	175,154	9,952	780,751
Roxbury St Shelter	0	38,415	0	(652)	291,903	111,437	224	441,327
Section 8 Voucher Program (MTW)	0	51,301	0	23,084	0	77,019	(2,553)	148,851
Special Purpose Vouchers (Non-Elderly Disabled)	38,719	0	0	1,922	0	50,014	5,137	95,792
Mainstream Voucher Program	1,537	0	0	1,021	0	144,169	(394)	146,333
Low Income Tax Credits (LIHTC)								
Brookbend East	264	0	0	40,927	1,062,918	5,321,514	23,033	6,448,656
Brookbend West	153	0	0	38,178	1,550,540	4,352,984	(69,426)	5,872,429
Evergreen Knoll	509	0	0	38,194	1,784,859	1,464,139	(34,347)	3,253,354
Riverbend	0	126,000	0	58,730	1,030,425	807,204	3,064	2,025,423
Stone Arch Family	3,847	0	0	30,442	590,642	2,478,832	(62,144)	3,041,619
Stone Arch Senior	2,580	0	0	39,539	527,517	2,841,656	(38,900)	3,372,392
Multi-Family Properties								
Central Square Terrance	15,509	82,136	933,070	125,520	2,693,350	(1,919,549)	57,011	1,987,047
Non-Owned/Managed Properties								
Cottage Street	1,382	1,500	0	(1,284)	491,380	(47,755)	(4,234)	440,989
Ash Brook	0	0	0	7,166	759,613	(15,170)	2,341	753,950
Emerald Street	4,300	0	0	4,411	145,379	65,599	10,510	230,199
Fairweather Lodge	0	0	0	2,929	0	37,341	496	40,766
TOTALS	**76,421**	**395,637**	**933,070**	**601,816**	**27,666,353**	**36,775,821**	**(25,420)**	**66,423,698**

Keene Housing-Active Contracts

Type of Services	Vendor	Original Contract Dates	Current Expiration Date	Renewal Options	2018 ANNUAL Contract Limits	2018 ANNUAL Contract Specific Amounts
Janitorial	Jan-Pro Cleaning Systems	06/26/17- 06/22/18	6/22/2018	remaining renewal options: 4 (2019, 2020, 2021, 2022)		$44,268
Voucher Management Software	Tracker Systems	07/01/17- 06/30/18	6/30/2018	remaining renewal options: 0 (renewed annually)		$9,000
Document Management Software	PiF Technology	08/31/17 - 08/31/18	8/31/2018	remaining renewal options: 0 (renewed annually)		$7,170
Environmental Services	LE-Environmental	12/07/16 - 12/06/17	12/7/2018	remaining renewal options: 3 (2019, 2020, 2021)	<$50,000.00	
Energy Consulting Services	Nova Consulting Group	02/01/15 - 01/31/16	1/31/2019	remaining renewal options: 1 (one year 2020)	<$50,000.00	
Graphic Design	Silver Direct	02/01/16 - 1/31/17	1/31/2019	remaining renewal options: 0	< $15,000.00	
Technical Assistance	Edgemere Consulting	01/15/16 - 1/14/17	1/31/2019	remaining renewal options: 0	<$50,000.00	
IT Support	True North Networks	4/30/2014 - no end	4/30/2019	remaining renewal options: 0		$55,812
Trash Removal	Waste Management	05/01/17 - 04/30/19	4/30/2019	remaining renewal options: 3 (2019, 2020, 2021)		$105,000
Snow Removal	AGM Landscaping	10/01/17- 05/01/19	5/1/2019	remaining renewal options: 3 (2020, 2021, 2022)		$61,025
Architect/Engineering Services	Weller & Michal Contract	05/13/14 - 05/13/16	5/13/2019	remaining renewal options: 0	as needed	
Electrical Services	Elm City Electric	05/15/1 7- 05/14/19	5/14/2019	remaining renewal options: 3 (2020, 2021, 2022)	as needed	
Architect/Engineering Services	Stevens & Associates	06/13/14 - 06/13/16	6/13/2019	remaining renewal options: 0	as needed	
Capital Needs Assessment	GDS Associates	07/01/17- 06/30/18	6/30/2019	remaining: 1 (one year 2020)		$8,676
Propane Gas Heating Services	L&G Propane	07/01/17 - 06/30/19	6/30/2019	remaining renewal options: 3 (2020, 2021, 2022)		Fixed Pricing 1.2009/gal
Development Consulting	TAG Associates	09/01/1 6- 08/31/19	8/31/2019	remaining renewal options: 2 (2020, 2021)	<$50,000.00	
Heating/AC/AH	Gary Jackson Heating	09/15/16 - 09/14/17	9/14/2019	remaining renewal options: 2 (2020, 2021)	as needed	
Development Consulting	NNEHIF	10/01/16 - 09/30/19	9/30/2019	remaining renewal options: 2 (2020, 2021)	<$50,000.00	
Copier/Printer Leases	US Bank	10/5/2014-10/5/2019	10/5/2019	remaining renewal options: 0		$12,063

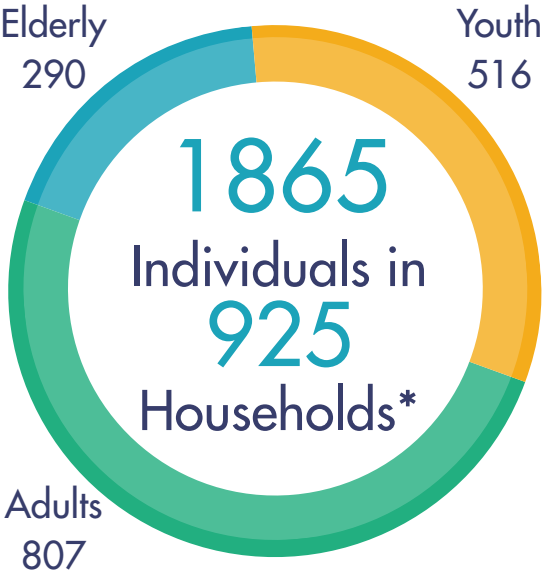
Keene Housing-Active Contracts

Type of Services	Vendor	Original Contract Dates	Current Expiration Date	Renewal Options	2018 ANNUAL Contract Limits	2018 ANNUAL Contract Specific Amounts
Copier/Printer Leases	US Bank	10/5/2014-10/5/2019	10/5/2019	remaining renewal options: 0		$121
Copier/Printer Leases	US Bank	10/5/2014-10/5/2019	10/5/2019	remaining renewal options: 0		$1,101
Architect/Engineering Services	Dietz & Company	10/6/14 - 10/16/16	10/16/2019	remaining renewal options: 0	as needed	
Printing/Binding	Silver Direct	11/1/17-10/31/19	10/31/2019	remaining renewal options: 3 (2020, 2021, 2022)	as needed	
Printing/Binding	Prospect Park Press	11/1/17-10/31/19	10/31/2019	remaining renewal options: 3 (2020, 2021, 2022)		as needed
Lawn Care	AGM Landscaping	01/01/18 -11/30/19	11/30/2019	remaining renewal options: 3 (2020, 2021, 2022)		$68,550
Lawn Care	Griffin Property Management	04/01/18-11/30/19	11/30/2019	remaining renewal options: 3 (2020, 2021, 2022)		$74,781
Copier/Printer Leases	US Bank	3/29/2015-3/29/2020	3/29/2020	remaining renewal options: 0		$120
Copier/Printer Leases	US Bank	3/29/2015-3/29/2020	3/29/2020	remaining renewal options: 0		$2,592
Copier/Printer Leases	US Bank	4/18/2015-4/28/2020	4/28/2020	remaining renewal options: 0		$3,995
Legal - Labor & Employment Law	Sheehan Phinney Bass & Green	11/01/17 - 10/31/20	10/31/2020	remaining renewal options: 2 (2021, 2022)	as needed	
Legal - RE & Landlord/Tenant Law	Bragdon, Dowd & Kossayda	11/01/17 - 10/31/20	10/31/2020	remaining renewal options: 2 (2021, 2022)	as needed	
Legal - RE Law & Federal Reg	Ballard Spahr	11/01/17 - 10/31/20	10/31/2020	remaining renewal options: 2 (2021, 2022)	as needed	
Legal - RE Law & Federal Reg	Reno Cavanaugh	11/01/17 - 10/31/20	10/31/2020	remaining renewal options: 2 (2021, 2022)	as needed	
Legal - RE Law & Federal Reg	Drummond Woodsum	11/01/17 - 10/31/20	10/31/2020	remaining renewal options: 2 (2021, 2022)	as needed	
Legal - RE Law & Federal Reg	Hawkins Delafield & Wood	12/01/17 - 11/30/20	11/30/2020	remaining renewal options: 2 (2021, 2022)	as needed	
Admin Support from KH	Keene Housing Kids Collaborative	01/1/18 -12/31/20	12/31/2020	remaining renewal options: 3 (2021, 2022, 2023)		$5,300
Operating Support from KH/MTW	Keene Housing Kids Collaborative	01/1/18 -12/31/20	12/31/2020	remaining renewal options: 3 (2021, 2022, 2023)		$50,000
Copier/Printer Leases	US Bank	3/17/2016-3/17/2021	3/17/2021	remaining renewal options: 0		$352

Keene Housing-Active Contracts

Type of Services	Vendor	Original Contract Dates	Current Expiration Date	Renewal Options	2018 ANNUAL Contract Limits	2018 ANNUAL Contract Specific Amounts
Document Management Software	De Lage Landen Financing	08/31/2017 - 08/31/2021	8/31/2021	remaining renewal options: 0		$7,500
Security Services	Hunter North	04/01/18 - 03/31/19	3/31/2019	remaining renewal options: 4 (2020, 2021, 2022, 2023)		

Who We Serve

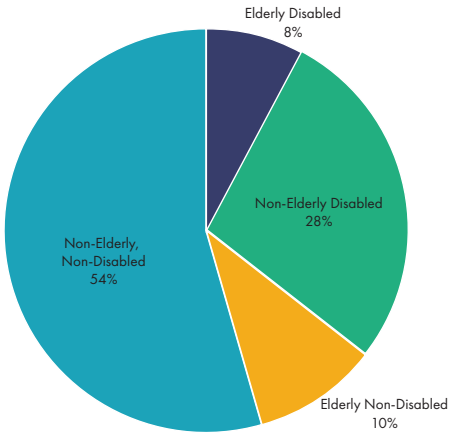


58%

42%

43% of all housholds are single person

An additional
252
households in shelter and transitional housing programs*



36%
Residents with a
Disability

Our Young Families

275
Households with Youth

139
Single Parent Families

Breakdown of Youth by Age

Under 5 Years	23%
5 -12 Years Old	47%
13-18 Years Old	30%

*Homeless households not included in other calculations.

JUNE 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 SAV Garden Meeting Harper Acres Coloring Group SAVS Bingo	5 FV Garden Meeting	6 SAVS Craft Group	7 N & G and Brookbend Garden Meetings CST Bingo	8 CST Garden Meeting	9 Harper Acres Movie Night
10	11 SAV Garden Meeting Harper Acres Coloring Group SAVS Bingo	12 FV Garden Meeting CST Cooking Group	13	14 N & G and Brookbend Garden Meetings CST Bingo	15 CST Garden Meeting	16
17	18 SAV Garden Meeting Harper Acres Coloring Group SAVS Bingo	19 FV Garden Meeting CST Card Making	20 Board of Commissioners Meeting CST Nutrition Workshop Harper Craft Group	21 N & G and Brookbend Garden Meetings CST Bingo	22 RD Compliance Review Evergreen Knoll CST Garden Meeting	23
24	25 SAV Garden Meeting Harper Acres Coloring Group SAVS Bingo	26 FV Garden Meeting CST Craft Group	27	28 N & G and Brookbend Garden Meetings CST Bingo	29 CST Garden Meeting	30

Keene Housing

JULY 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 12pm Listening Tour & Picnic Harper Acres SAV Garden Meeting	3 Rain Date 12pm Listening Tour & Picnic Harper Acres FV Garden Meeting	4 Office Closed Independence Day	5 N & G and Brookbend Garden Meetings	6 CST Garden Meeting	7
8	9 SAV Garden Meeting	10 FV Garden Meeting	11	12 N & G and Brookbend Garden Meetings	13 CST Garden Meeting	14
15	16 SAV Garden Meeting	17 5:30pm Listening Tour & Picnic North & Gilsum FV Garden Meeting	18 Board of Commissioners Meeting	19 Rain Date 5:30pm Listening Tour & Picnic North & Gilsum N & G and Brookbend Garden Meetings	20 CST Garden Meeting	21
22	23 SAV Garden Meeting	24 FV Garden Meeting	25	26 N & G and Brookbend Garden Meetings	27 CST Garden Meeting	28
29	30 5:30pm Listening Tour & Picnic Brookbend/ Meadow/Ashbrook	31 FV Garden Meeting				

Keene Housing