Keene Housing
Board of Commissioners Annual Meeting
May 22, 2018

Community Connections
Central Square Terrace - Craft Workshop

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

Keene Housing

Board of Commissioners Meeting
Wednesday, May 22, 2018
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Keene Housing

BOARD OF COMMISSIONERS ANNUAL MEETING
TUESDAY, MAY 22, 2018
5:30 P.M.
KEENE HOUSING
831 COURT STREET, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the April 18, 2018 Keene Housing Board Meeting Minutes

IV. Approval of the April 25, 2018 Keene Housing Special Board Meeting Minutes

V. Executive Director's Report

VI. Management Report

VII. Finance Report

VIII. Old Business

IX. New Business

a. Election of Officers (Resolution No. 606)

b. Approval of Moving to Work Administrative Plan (Resolution No. 607)

c. Approval of Code of Conduct for HUD Awarded Assistance Under Discretionary Program Notice of Funding Availability (Resolution No. 608)

d. Discussion of Finance Committee

e. Quarterly Community Garden/Farm to Family Report

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 Board of Commissioners Meeting
Wednesday, April 18, 2018

Vice Chairperson Mack called the Keene Housing Board of Commissioners meeting to order at 2:17 p.m. Vice Chairperson Mack asked that the minutes reflect who attended the meeting and declared a quorum present.

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

Absent:
- Jen Marsh, Commissioner
- Joshua Meehan, Secretary

Also in attendance:
- Linda Griffin, Director of Finance
- Sandy Clark, Director of Facilities and Assets
- Amy Wright, Director of Administration
- Amy Crocker, Property Manager
- April Buzby, Planning and Policy Analyst

MINUTES:

Vice Chairperson Mack called for approval of the March 21, 2018 Board of Commissioners meeting minutes. Commissioner Moses 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:

In the absence of Secretary Meehan, Ms. Griffin gave the Executive Director's report. Ms. Griffin stated Keene Housing hopes to receive 100% funding for Housing Assistance Payments (HAP) under the Federal Fiscal Year 2018 Budget. This would mean approximately an additional $200,000 in funding but there is still no official word from HUD.

Keene Housing plans to install high efficiency heat pumps at Forest View. The Agency is applying for a $150,000 grant from Community Development Finance Authority (CDFA) and a $105,000 grant from U.S. Department of Agriculture to help fund the project. CDFA visited Keene Housing last week and the meeting went well. If the grant applications are approved, an additional $167,000 is needed to fund the project. A resolution is being presented to the Commissioners today to authorize Keene Housing to contribute $100,000 to the project. The remaining $67,000 will come from a low interest energy loan from CDFA. If the project is sufficiently funded, the project will begin in 2019.

Ms. Griffin stated the photovoltaic (PV) project at Harper Acres is scheduled to begin in May 2018.

Keene Housing is working with Tom MacDonald of Northern New England Housing Investment Fund (NNEHIF) to discuss the redevelopment of Central Square Terrace (CST). Ms. Griffin stated New Hampshire Housing Finance Authority (NHHFA) and HUD Multifamily have also been involved in discussions about the project. The scope of work tentatively includes new kitchens and bathrooms, improvements to the community space, a new ventilation system, heating system improvements, additional laundry rooms, completion of the façade renovation, improvements to the Roxbury Street entrance and, possibly, solar panels on the roof.

Ms. Griffin stated Wesfield Construction was awarded the bid for the capital improvement project at North and Gilsum, Forest View and West Street. The scope of work includes window replacements, storm door installation, and exterior concrete stair improvements. The budget was $410,000 and the winning bid was $408,621. Keene Housing's procurement policy requires Board approval before construction can begin. As a result, we need to schedule a special Board meeting. Ms. Wright will send meeting information.

Vice Chairperson Mack asked how things are progressing with the security company. Ms. Crocker stated it is very new and, overall, resident feedback has been positive. Keene Housing receives a daily report from the security company and the Property Managers address issues. She believes, over time, the Agency will identify properties that require more of an on-site presence and will adjust the amount of time the security company spends at certain properties.

Ms. Griffin recognized Chairperson Robator for his years of service on Keene Housing's Board of Commissioners. Commissioner Moses congratulated Chairperson Robator on his retirement and thanked him for his leadership and dedication to Keene Housing's Board. Vice Chairperson Mack expressed his appreciation for all that Chairperson Robator has done and wished him well in his retirement. Chairperson Robator expressed his appreciation of the retirement dinner and gifts. He stated he was happy to give back to Keene Housing and felt that he helped make a difference in the community.

MANGEMENT REPORT:

Ms. Buzby stated there were some calculation errors in the March reports and she distributed revised Vacancy, Turnover and Make Ready reports. (Corrected reports have been added to the April Board packet). Chairperson Robator expressed his concern of the vacancy grades. Ms. Buzby stated the Agency continues to struggle to fill 3 and 4 bedroom vacancies. Ms. Crocker stated currently there are 26 applicants on the waitlist for a 3 bedroom apartment and the Occupancy Specialist screens about 15 applicants and is lucky to have 1 applicant meet occupancy standards. Chairperson Robator asked if the Agency could combine households to fill 3 and 4 bedroom vacancies. Ms. Buzby stated Keene Housing may revise its Administration Plan and Tenant Selection and Occupancy Plan (TSOP) to address these needs. Chairperson Robator asked if the Agency could temporarily place smaller households in the 3 and 4 bedroom units until a smaller unit became available. Ms. Buzby stated this is possible but would require some policy and procedural changes.

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. 604 – Approval of Matching Funds for Forest View Heat Pumps

The Keene Housing Board of Commissioners authorizes the Executive Director to commit $100,000 in matching funds in support of two grant applications for the installation of heat pumps at Forest View Apartments pursuant to the April 17, 2018 memorandum from Joshua Meehan, Executive Director to the Keene Housing Board of Commissioners. Commissioner Slack moved the motion to approve the resolution. Vice Chairperson Mack seconded the motion, which upon being put to vote, was passed unanimously.

PUBLIC COMMENT:

No members of the public were present.

NON-PUBLIC SESSION:

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

Commissioner Slack made a motion to adjourn the meeting. Vice Chairperson Mack seconded the motion, which upon being put to vote, was passed unanimously. There being no further business, Chairperson Robator adjourned the Board meeting at 2:55 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

4/20/2018
Date

Minutes of the Keene Housing Board of Commissioners Special Meeting
Conference Call
Wednesday, April 25, 2018

Vice Chairperson Mack called the Keene Housing Board of Commissioners meeting to order at 9:01 a.m. Vice Chairperson Mack asked that the minutes reflect who attended the meeting and declared a quorum present.

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

Absent:
Lee Robator, Chairperson
Jen Marsh, Commissioner
Joshua Meehan, Secretary

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

NEW BUSINESS:

Resolution No. 605 – Approval of Contract for Window and Stair Project for 2018

The Keene Housing Board of Commissioners authorizes the 2018 Window and Stair project be awarded to Wesfield Construction and its funding not to exceed $430,000 pursuant to the April 20, 2018 Memorandum from Sandy Clark, Director of Facilities and Assets to Josh 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.

PUBLIC COMMENT:

No members of the public were present.

NON-PUBLIC SESSION:

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

Commissioner Slack 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 9:05 a.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

5/3/18
Date

Keene Housing

Resolution No. 606

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   Approval to Adopt Slate of Officers

2. Date of Board Meeting: May 22, 2018

3. Proposed Board Resolution:

   That the Keene Housing Board of 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.

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: 5/15/18

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: 5/15/18

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Amy Wright, Director of Administration
Subject: Approval to Adopt Slate of Officers
Date: May 15, 2018

This memorandum recommends that the Board of Commissioners adopt the slate of officers as presented below:

Chairperson: J.B. Mack
Vice Chairperson: Tom Moses
Commissioner: Jennifer Marsh
Commissioner: Chris Coates
Commissioner: Pam Slack
Secretary: Joshua Meehan

RECOMMENDATION

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

> **Resolution:** That 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.

Keene Housing

Resolution No. 607

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   Approval of Moving to Work Administrative Plan

2. Date of Board Meeting: May 22, 2018

3. Proposed Board Resolution:

   That 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.

4. All Backup Attached? Yes X No ☐

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

5. Department Head Approval Signature Denise Pratt Date: 5-15-2018

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: 5/15/18

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Denise Pratt, Director of Programs and Services
Subject: Approval of Moving to Work Administrative Plan
Date: May 3, 2018

This memorandum recommends that the Board of Commissioners approve revisions to the 2018 Moving to Work Administrative Plan, for the Moving to Work Housing Choice Voucher Program.

BACKGROUND

The Department of Housing and Urban Development (HUD) requires that Keene Housing maintains a Moving to Work Administrative Plan (Admin Plan) that describes all policies affecting KH's various voucher programs (MTW Housing Choice Voucher, MTW Project Based Voucher, Non Elderly Disabled, Affordable Housing Preservation Program (AHPP), and the Home Ownership Voucher programs). Staff, participants, applicants, HUD staff, and advocates looking for information about how KH administers the various programs refer to the Admin Plan. The Admin Plan also includes KH's agency-wide policies related to the Violence Against Women Act (VAWA), Reasonable Accommodation, and the Agency's Language Assistance Plans.

In 2013, KH adopted an annual review process for all policy documents as part of our best practices. This review process provides us the ability to respond to changes in, and unanticipated consequences of, our policies as well as any relevant regulatory changes that occur during the year. For the Admin Plan, the review also gives us the opportunity to make any policy changes necessary for implementation of our MTW Annual Plan which is effective the first of every year, subject to HUD approval. As a result of this year's review, we are proposing several changes.

PROPOSED REVISIONS

The proposed changes are primarily technical changes to further clarify policy or align the Admin Plan with regulatory or internal policy changes and include:

- Added definitions for Subsidy and Target Housing.
- Clarified policy that an income-based or NED voucher holder, at their request, may receive subsidy directly and added consequences for improper use of subsidy funds.
- Reinstated Reasonable Rent determination for Income Based, Non-Elderly Disabled, and Step 1 Stepped Subsidy households (FY18 MTW Plan).
- Clarified recertification policy for Stepped Subsidy participants with a "frozen" subsidy due to enrollment in an approved education program.
- Added policy regarding interim re-certifications for AHPP participants that voluntarily terminate their employment.
- Added lead policy per new HUD requirements. (Notice PIH 2017-13 (HA); OHHLHC 2017-01)

- Added new recertification policy for Mainstream households with fixed income per updated HUD regulation. (HUD Streamlining Administrative Regulations)
- Added new eligibility requirements per updated HUD regulation: Notice PIH 2017-18 Housing Choice Voucher Program – Guidance on Manufactured Home Space Rentals

Two appendices were also added:

- Lead Hazard Requirements, and
- Determining Assistance In Special Housing Types

CONCLUSION

This revision contains two additional polices to comply with federal regulations, and one implementing an alternative re-certification schedule optional to PHAs. It also contains the addition of a policy in accordance with our FY18 Annual Plan. We will carefully monitor these changes, as we do all policy, to adjust as any additional HUD guidance, data analysis, or staff or participant feedback is received.

RECOMMENDATION

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

Resolution: That 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.

Keene Housing

Resolution No. 608

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   Approval of Code of Conduct for HUD Awarded Assistance Under Discretionary Program NOFAs

2. Date of Board Meeting: May 22, 2018

3. Proposed Board Resolution:

   That 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.

4. All Backup Attached? Yes X No ☐

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

5. Department Head Approval Signature Denise Pratt Date: 5-17-2018

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: 5/17/18

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Denise Pratt, Director of Programs and Services
Subject: Approval of Code of Conduct for HUD Awarded Assistance Under Discretionary Program NOFAs
Date: May 17, 2018

This memorandum recommends that the Board of Commissioners adopt Keene Housing's "Code of Conduct for HUD Awarded Assistance Under Discretionary Program NOFAs."

The Department of Housing and Urban Development (HUD) Grants Management Center has informed us that prior to entering an agreement with HUD, applicants awarded assistance under HUD discretionary program Notice of Funding Availability (NOFA) are required to submit a copy of a "Code of Conduct" (attached).

HUDs document addresses Conflicts of Interest specific to employee, officer or agent of Keene Housing participating in selection, or in the award or administration of a contract supported by U.S. Federal funds if a conflict of interest would be involved. To be clear, the Code of Conduct only covers KH activities associated with HUD awarded assistance under discretionary program NOFAs. Further, if there is any conflict between HUDs Code of Conduct and any other Keene Housing Board approved policies or codes, the latter shall prevail.

RECOMMENDATION

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

Resolution: That the Keene Housing Board of Commissioners adopts a Code of 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.

Keene Housing

831 Court Street, Keene, NH 03431
PHONE & TTD – 603.352.6161
FAX – 603.352.6845

KEENE HOUSING
CODE OF CONDUCT

Conflicts of Interest

1. No employee, officer or agent of Keene Housing shall participate in selection, or in the award or administration of a contract supported by U.S. Federal funds if a conflict of interest would be involved. Such a conflict would arise when (i) the employee, officer, or agent, (ii) any member of his/her immediate family, (iii) his/her partner, or (iv) an organization which employs, or is about to employ, any of the above, has a financial or other interest in the first selected for award.

2. An employee, officers or agent of Keene Housing shall be careful to ensure that s/he is involved in no apparent or potential violations of this provision.

Gifts

3. Keene Housing's officers, employees or agents will neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. Depending upon the circumstances, exceptions to this provision may be granted only in situations where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.

4. An employee, officer or agent of Keene Housing shall be careful to ensure that s/he is involved in no apparent or potential violations of this provision.

Administration

1. Any employee, officer or agent of Keene Housing should report violations of this Code of Conduct to his/her supervisor, or to the President/CEO.

2. There will be no retaliation against any party who makes a good faith complaint concerning violations of this Code of Conduct, regardless of whether it is ultimately determined that such violation has in fact occurred. Nor will there be any retaliation against any party who provides information in the course of an investigation into alleged violations of this Code of Conduct.

3. All corporation supervisors have a responsibility to be sensitive to and deal with violations of this Code of Conduct. This responsibility includes monitoring all relevant work activities and contacting a higher level supervisor or the President/CEO, if it is reasonably believed

that a violation of the Code of Conduct has occurred. Any such report shall be investigated regardless of whether a formal complaint has been made.

Discipline

Any employee, officer or agent of Keene Housing determined to have committed a violation of this Code of Conduct shall be subject to disciplinary action, up to and including termination.

Dissemination

Any employee, officer or agent of Keene Housing shall be informed of this Code of Conduct when this Code is adopted, and/or when s/he is initially retained by Keene Housing and on an annual basis thereafter.

Effective Until Rescinded.

Adopted by: Keene Housing Board of Commissioners

Date: _____

Signed: _____
J. B Mack, Chairperson

Grantee Legal Name: Keene
Housing DUNS#: 37706546
Address: 831 Court Street, Keene, New Hampshire,
03431 Phone #: 603.352.6161
Email Address: dpratt@keenehousing.org
Authorized Official and Title: Denise Pratt, Director of Programs and Services

Keene Housing

INFORMATIONAL MEMORANDUM

To: Joshua Meehan, Executive Director
From: Jori Johnson, Community Garden Coordinator
Cc: Denise Pratt, Director of Programs and Services
Subject: Quarterly Community Garden/Farm to Family Report
Date: May 2018

Farm to Family Buying Club

The Farm to Family Buying Club was suspended last fall due to costs associated with running it, but we are happy to announce that it will be reopening in June at our Central Square location. Many thanks to Amanda Littleton at Cheshire County Conservation District for finding us a sponsor. The VP of Philanthropy and Community relations at Cheshire Health, Sandie Phipps, has graciously agreed to fund our buying club in 2018. The first order date will be Tuesday, June 5. The residents can order at harvesttomarket.com or they can place an order directly with me every Tuesday at 5 Central Square Terrace. During the first order date of every month we will be doing tastings and handing out recipes for the harvest of the month item. The harvest of the month item in June is herbs! I'll think of something tasty using herbs.

We are also starting an incentive program to encourage existing members to refer new residents to the buying club. Every resident that gets a friend to sign up receives a $5.00 coupon to be used at the buying club. They will also be entered into a quarterly raffle. Prizes will be specialty items from the buying club. i.e. maple syrup.

Community Gardens

The gardens have now been almost all opened. We were going to concentrate on season extension, so in most locations we now have our cool season crops planted.

At Stone Arch, we lost a few gardeners due to moving and illness, but we picked up three new ones. I'm happy to say that all eight beds are full! One gardener is growing only flowers so stop over and take a look at the gardens in a few months if you get a chance. These residents started flowers and vegetables in an indoor growing system and took turns watering all winter long. That group is on fire!

We picked up one new gardener at Brookbend, one new one at North and Gilsum, one new one at Forest View, one new one at Central Square Terrace, 2 new ones at Evergreen, and one new gardener at Riverbend. At Riverbend, I am working with a boy scout that is earning his gardening badge. He is making the garden a compost bin.

Evergreen residents requested more beds so I ordered the supplies needed and the residents had them all built within 12 hours! They doubled their growing space from 4 beds to 8.

At Harper Acres, we had quite a few beds finally give way to rotting with age. Not only was Lenny, our crew out on that property able to fix all of those, he was also nice enough to build two more. In an effort to save money, the resident gardeners here set up portable tables in the mill building and started all their seeds in a sunny window. Their plants are much bigger than any we started way back in the winter in the indoor seed starting systems. Plants are funny that way.

At Central Square Terrace, we have now installed 2 wheelchair accessible raised beds on Roxbury Street. The residents have planted green onions, spinach and broccoli so far. Their tomatoes, beans, and cucumbers will be planted in a few weeks to make sure they don't get hit with a late frost.

Workshops

Workshops this quarter have been food related or seed starting. At 3 properties we started our own flowers and vegetable starts as a way to save money. Stone Arch Senior has a table in the community room covered in flower and veggie starts. At Central Square Terrace, there are literally 100s of flower starts. Unfortunately, one gardener at this location who likes to water too much caused us to have to move the entire system into Karen's office so it could be locked up. Karen's office there has become a make-shift greenhouse. There were so many flower starts I had to transport trays of them to my office, which is currently also covered in plants.

Every Wednesday I meet with residents at Brookbend that are interested in starting a food forest. The premise is to have many layers of edible trees, shrubs, and perennial vegetables and to plant densely to try and keep out the weeds. In exchange for a little work in the garden, any resident can come and pick food. We have picked a location based on sun, microclimates, and distance to irrigation. I usually have 2 residents working with me, but I think next week I will have 2 new residents join this workshop. I still need to advertise this group at all locations.

Other

At Forest View, I am planting the long entry beds with Prairie Drop Seed Grasses interspersed with bright orange Milkweed. I'll put some vines along the edge that will spill over the sides. The original plantings from 2 years ago didn't fare too well with our unusually harsh winter. The butterfly garden in front of the Kids Collaborative will be completed with more milkweed.

It's been an exciting and rewarding few months! There is always more to do as we strive to make an impact for our residents.

Best Regards,

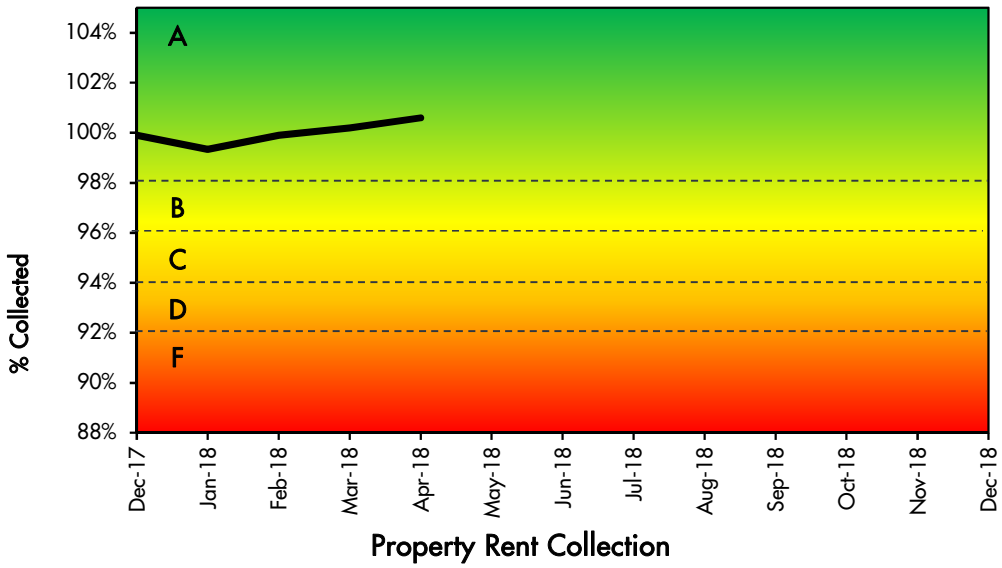
Jori Johnson

Keene Housing

MANAGEMENT REPORT
APRIL 2018

Residential Property Rent Collection Report
April 2018

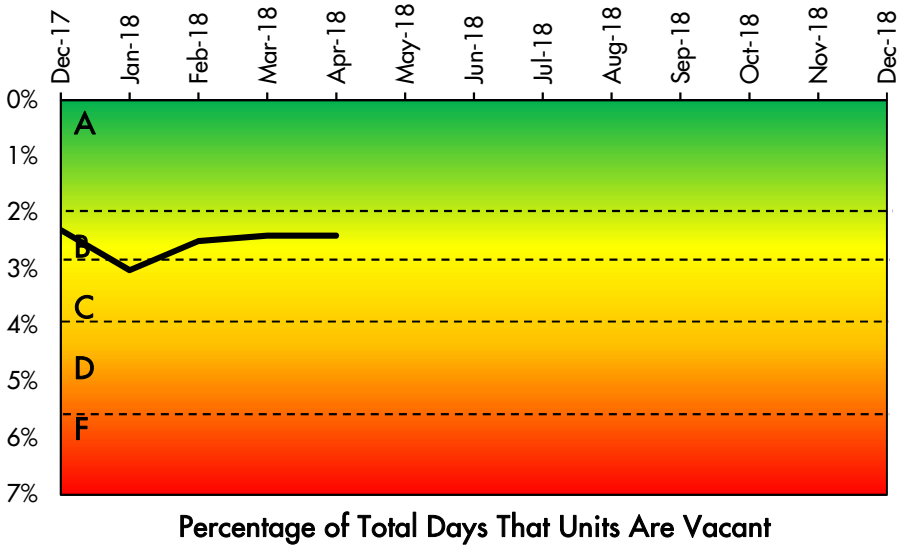
Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$10,758	$10,758	100.0%	A	$42,724	$42,730	100.0%	A
Bennett Block	$4,878	$4,896	100.4%	A	$18,758	$19,096	101.8%	A
Brookbend East	$14,992	$15,827	105.6%	A	$59,692	$63,223	105.9%	A
Brookbend West	$11,074	$11,349	102.5%	A	$44,937	$44,983	100.1%	A
Central Square Terrace	$26,266	$26,286	100.1%	A	$104,647	$104,092	99.5%	A
Cottage Street	$1,105	$1,010	91.4%	D	$4,420	$4,367	98.8%	A
Evergreen Knoll LP	$12,869	$13,453	104.5%	A	$51,698	$51,825	100.2%	A
Forest View	$19,182	$19,266	100.4%	A	$74,040	$73,757	99.6%	A
Harper Acres	$40,820	$40,820	100.0%	A	$161,161	$161,072	99.9%	A
Meadow Road Apartments	$5,267	$5,267	100.0%	A	$20,846	$20,846	100.0%	A
North and Gilsum	$14,337	$14,450	100.8%	A	$54,343	$54,735	100.7%	A
Riverbend Apartments	$10,764	$10,892	101.2%	A	$42,028	$43,365	103.2%	A
Scattered Sites	$9,670	$9,262	95.8%	C	$39,787	$39,449	99.2%	A
Stone Arch Village Family	$10,653	$10,745	100.9%	A	$41,790	$42,031	100.6%	A
Stone Arch Village Senior	$11,671	$11,590	99.3%	A	$47,267	$47,186	99.8%	A
Totals	**$204,306**	**$205,870**	**100.77%**	A	**$808,138**	**$812,757**	**100.6%**	A



Monthly Vacancy Report

April 2018

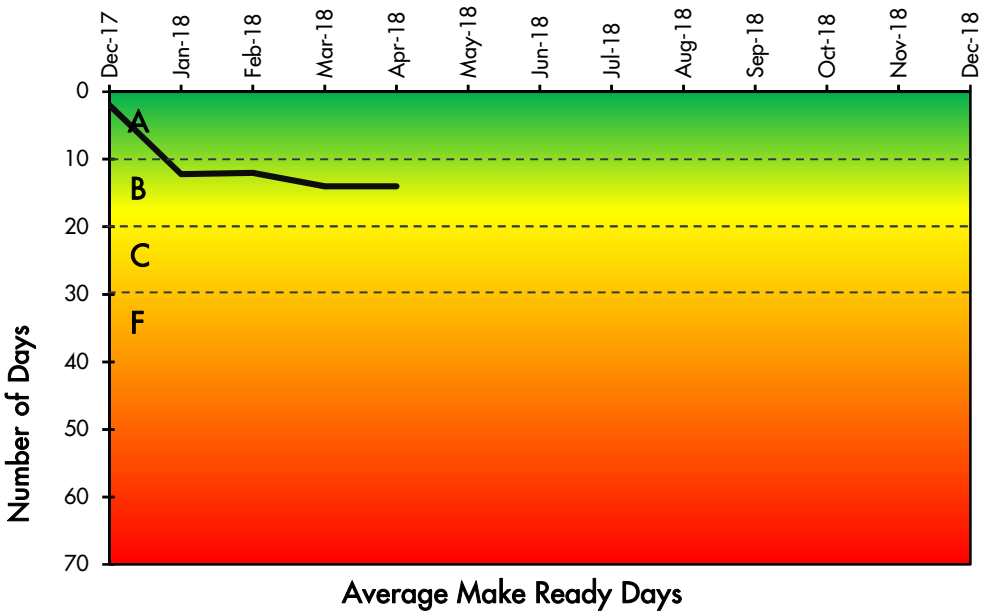
Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	720	0	-	NONE	0.6%	A
Bennett Block	13	390	0	-	NONE	0.0%	A
Brookbend East	40	1200	30	2.5%	A	3.0%	B
Brookbend West	35	1050	60	5.7%	D	6.3%	F
Central Square Terrace	86	2606	0	-	NONE	0.5%	A
Cottage Street	3	90	0	-	NONE	0.0%	A
Evergreen Knoll LP	32	960	33	3.4%	B	2.8%	A
Forest View	38	1140	89	7.8%	F	6.1%	F
Harper Acres	106	3180	0	-	NONE	1.1%	A
Meadow Road	18	540	30	5.6%	D	3.5%	B
North and Gilsum	29	870	42	4.8%	C	6.1%	F
Riverbend Apartments	24	720	0	-	NONE	1.1%	A
Scattered Sites	18	540	51	9.4%	F	6.7%	F
Stone Arch Village Family	24	720	11	1.5%	A	0.4%	A
Stone Arch Village Senior	33	990	19	1.9%	A	0.9%	A
Report Totals:	**523**	**15,716**	**365**	**3.0%**	**B**	**2.4%**	**B**



Percentage of Total Days That Units Are Vacant

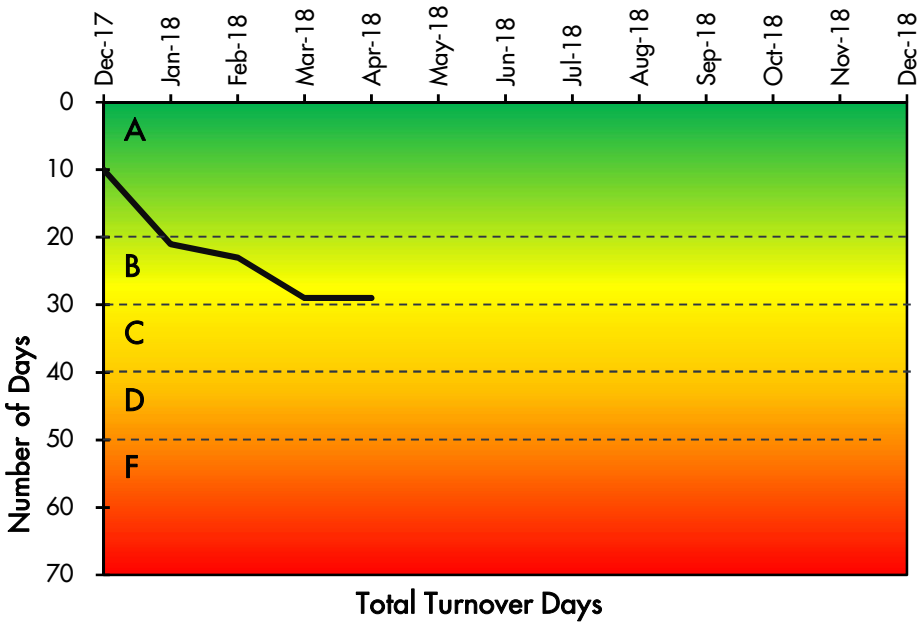
Unit Make Ready Days
April 2018

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	1	5	A	2	11	B
Brookbend West	-	-	NONE	2	8	A
Central Square Terrace	1	0	A	-	-	NONE
Cottage Street	-	-	NONE	-	-	NONE
Evergreen Knoll LP	2	6	A	2	6	A
Forest View	1	18	B	5	16	B
Harper Acres	-	-	NONE	4	11	B
Meadow Road	-	-	NONE	2	16	B
North and Gilsum	2	14	B	5	16	B
Riverbend Apartments	-	-	NONE	-	-	NONE
Scattered Sites	1	20	B	4	14	B
Stone Arch Village Family	-	-	NONE	-	-	NONE
Stone Arch Village Senior	1	1	A	1	1	A
Report Totals:	**9**	**9**	**A**	**24**	**14**	**B**



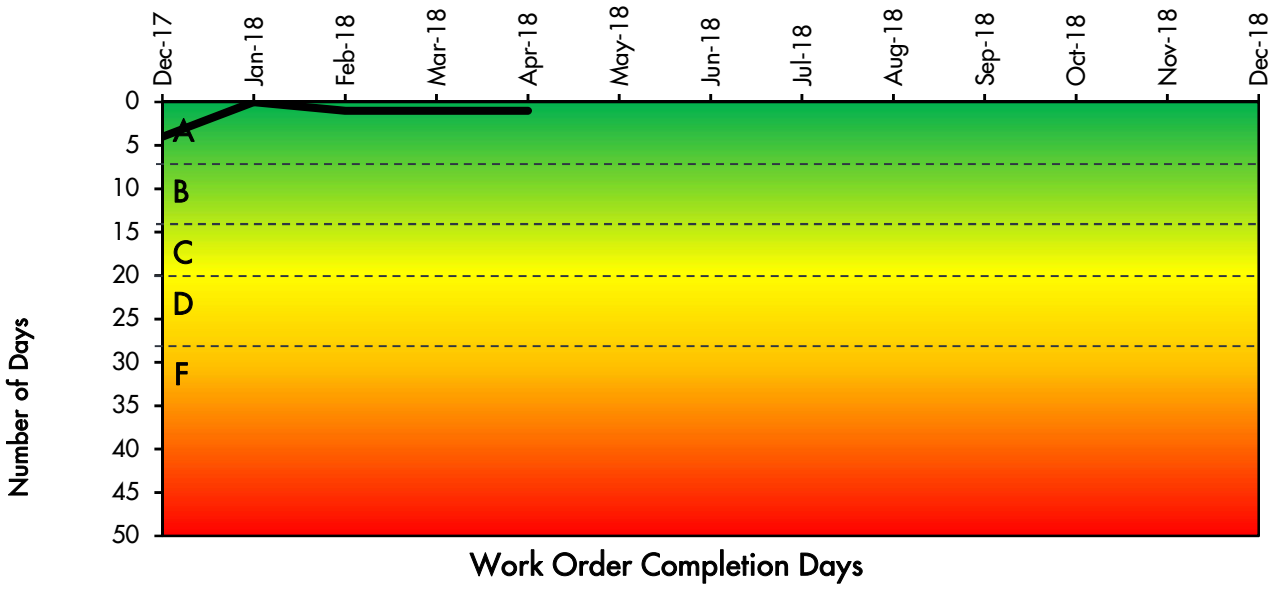
Unit Turnover
April 2018

Community	Number of Units Turned in Month	Average Turnover Days in Month	Monthly Grade	YTD Number of Units Turned	YTD Avg. Turnover Days
Ash Brook Apartments	-	-	NONE	1	17
Bennett Block	-	-	NONE	-	-
Brookbend East	1	30	B	3	49
Brookbend West	2	30	B	4	66
Central Square Terrace	4	0	A	5	11
Cottage Street	-	-	NONE	-	-
Evergreen Knoll LP	3	11	A	6	18
Forest View	3	30	B	6	47
Harper Acres	-	-	NONE	8	19
Meadow Road	1	30	B	2	38
North and Gilsum	2	21	B	7	30
Riverbend Apartments	-	-	NONE	1	31
Scattered Sites	2	26	B	4	36
Stone Arch Village Family	1	11	A	1	11
Stone Arch Village Senior	1	19	A	1	35
Report Totals:	**20**	**18**	**A**	**53**	**29**



Residential Property Non-Emergency Work Order Completion Days
April 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	-	-	NONE	4	1	A
Ash Brook Apartments	21	1	A	49	1	A
Bennett Block	8	1	A	28	1	A
Brookbend East	33	0	A	50	1	A
Brookbend West	28	1	A	51	1	A
Central Square Terrace	33	1	A	210	1	A
Cottage Street	1	0	A	6	1	A
Emerald Street House	7	1	A	15	1	A
Evergreen Knoll LP	26	1	A	53	1	A
Forest View	17	1	A	62	1	A
Harper Acres	24	0	A	138	1	A
Keene Housing Main Office	6	1	A	20	1	A
Meadow Road	9	1	A	26	1	A
North and Gilsum	11	1	A	61	1	A
Riverbend Apartments	5	1	A	21	1	A
Scattered Sites	14	1	A	48	1	A
Stone Arch Village Family	13	1	A	30	1	A
Stone Arch Village Senior	16	1	A	88	1	A
Report Totals:	**272**	**1**	**A**	**960**	**1**	**A**



Residential Property Emergency Work Order Completion Days
April 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
APRIL 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									$0
June									$0
July									$0
August									$0
September									$0
October									$0
November									$0
December									$0
Total	$1,511,284	$1,375,530	91%	2384	$577	102%	2348	$12,104	$135,754

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									$0
June									$0
July									$0
August									$0
September									$0
October									$0
November									$0
December									$0
Total	$1,511,284	$1,341,151	89%	2175	$617	93%	2348	$12,104	$170,133

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									$0
June									$0
July									$0
August									$0
September									$0
October									$0
November									$0
December									$0
Total	$59,384	$61,154	103%	69	$887	96%	72	$0	($1,770)

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									$0
June									$0
July									$0
August									$0
September									$0
October									$0
November									$0
December									$0
Total	$214,897	$212,208	99%	400	$531	100%	400	$0	$2,689

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								$0	$0
June								$0	$0
July								$0	$0
August								$0	$0
September								$0	$0
October								$0	$0
November								$0	$0
December								$0	$0
Total	$115,041	$112,787	98%	189	$597	95%	200	$0	$2,254

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 – April 30, 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 $651k which is a net increase of $231k from the budget of $419k.

OPERATING REVENUES are $5,512k a net increase of $429k as compared to the budget of $5,083k. The most significant changes are related to:

VARIANCES for Revenue categories (Less)/Higher than Budget		
$22,459	Rent Revenue	Change in tenant rent – partly related to subsidy changes and partly increase in rent at some properties without corresponding increase in HAP.
($24,319)	HAP funding	The MTW funding budget is at 96.3% proration (per HUD pro-ration). HUD has not received final funding approval. MTWs are waiting for notification from HUD on the final pro-ration but we are optimistic that it will be closer to 100%.
($22,599)	Other Income	Other Income is related to miscellaneous income and is less than budget. Grants funds: FSS funds is under budget by $13k, due to timing. CHT admin revenue is on budget and CDBG admin revenue is under budget by $6k. Interest income is over budget by $9k since new bank is posting higher interest on accounts. Additionally, there is misc income throughout other properties is under budget by $23k
($5,718)	Management Fees	Management fees are on budget.
$0	Development fees	No Development fees paid or expected (MAHC).
($4,577)	Vacancy Loss	Vacancy Loss (reduction to revenue): KAHP year to date vacancy= $9k and over budget by $8k. CST year to date vacancy= $8k and over budget by $2k. BBE year to date vacancy= $4k and under budget by $9k. BBW year to date vacancy= $8k and over budget by $1k. Evergreen year to date vacancy= $4k and over budget by $3k.
$2,348	Tenants Charges	Tenants Charges (laundry, damages, other fees)
$8,227	Admin Funding	HUD Section 8 admin funding is less than budget. NEDs and Mainstream admin revenue is on budget.
($24,179)	**Lower than Budget**	**Operating Revenue**
$165,077	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 $146k.
$287,868	MTW Transfer	The 2018 MTW Non-HAP funding used for Non-HAP initiatives. KAHP Capital Impr = $0k, KHKC = $15k
$428,767	**Higher than Budget**	**Total Revenue**

Keene Housing

OPERATING EXPENSES are $4,862k a net increase of $196k as compared to the budget of $4,665k. The most significant changes are related to:

VARIANCES for Expense categories (Less)/Higher than Budget		
($48,593)	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.
($14,684)	Payroll and Benefits Expen	Benefit Expenses are under budget by $14k. Salaries are on budget.
$25,528	Utilities Expenses	Fuel Expense is over budget by $17k. (KAHP $4k, CST by $11k) Water & Sewer is under budget by $3k. Electric is over budget by $11k. (KAHP over by $32k, CST under by $12k)
($66,274)	Maint Expenses	Maintenance Expenses under budget are: Materials by $21k, Maint service/repairs $14k, security $42k, Electrical $13k, Misc Equipment $4k. Maintenance Expenses over budget are: Snow removal by $12k, Vehicle repair by $6, Other Services by $5k (CST parking lease).
($7,993)	Insurance Expenses	Insurance Expenses under budget.
($4,860)	Property Tax Exp	Property Taxes under budget.
$178	Partnership taxes	Taxes under budget.
$2,861	Interest Expenses	Interest Expenses over budget.
($4,385)	Resident services	Residential Services are running under budget for now, timing.
($32,102)	HAP disbursements	HAP disbursements under budget.
($150,325)	**Lower than Budget**	**Operating Expenses**
$157,253	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 $70k.
$189,938	MTW Transfer	The YTD actuals = $28k The 2018 MTW Non-HAP funding used for Non-HAP initiatives. KAHP Capital Impr = $0k, KHKC = $14k
$196,866	**Higher than Budget**	**Total Expenses**

Keene Housing

Income Statement - Comparing Actuals to Budget - YTD - as of April 30, 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)	56,348	234,824	317,677 Higher Revenue	139,201 Higher Expenses	Revenue is MTW transfer $154k in; then out to funds capital projects and KHKC.
Monadnock Affordable (MAHC)	(13,125)	(4,713)	1,577 Higher Revenue	(6,835) Lower Expenses	
Keene Affordable (KAHP)	109,417	184,488	92,433 Higher Revenue	17,361 Higher Expenses	Revenue is MTW transfer in $134k to fund capital projects.
Meadow Road	13,440	24,643	1,398 Higher Revenue	(9,804) Lower Expenses	
Roxbury St Shelter	1,286	3,948	1,425 Higher Revenue	(1,237) Lower Expenses	
Section 8 Voucher Program (MTW)	(414)	(10,197)	(7,870) Lower Revenue	1,913 Higher Expenses	
Special Purpose Vouchers (Non-Elderly Disabled)	(19,246)	2,142	15,982 Higher Revenue	(5,406) Lower Expenses	
Mainstream Voucher Program	(14,978)	2,583	4,790 Higher Revenue	(12,771) Lower Expenses	
Low Income Tax Credits Properties (LIHTC)					
Brookbend East	74,042	80,525	10,124 Higher Revenue	3,640 Higher Expenses	
Brookbend West	57,137	(12,542)	(1,687) Lower Revenue	67,992 Higher Expenses	
Evergreen Knoll	19,358	19,078	(804) On Budget	(526) Lower Expenses	
Riverbend	14,504	32,448	(5,521) Lower Revenue	(23,464) Lower Expenses	
Stone Arch Family	13,267	(22,496)	(5,669) Lower Revenue	30,095 Higher Expenses	Expense includes partnership distribution which exceeds YTD budget by $34k.
Stone Arch Senior	19,246	(1,551)	2,432 Higher Revenue	23,229 Higher Expenses	
Multi-Family Properties					
Central Square Terrance	67,867	89,208	1,253 Higher Revenue	(20,089) Lower Expenses	
Non-Owned/Managed Properties					
Cottage Street	598	762	(25) On Budget	(190) On Budget	
Ashbrook	12,901	16,233	1,164 Higher Revenue	(2,168) Lower Expenses	
Emerald Street	7,276	10,639	101 On Budget	(3,263) Lower Expenses	
Fairweather Lodge	(119)	682	(12) On Budget	(812) On Budget	
TOTALS	418,805	650,704	428,767 Higher than Budget	196,866 Higher than Budget	

(a) excluding depreciation

Keene Housing

Cash Outlay - Year to Date - as of April 30, 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	234,824	0	0	(84,490)	0	(42,085)	(1,271)	0	2,919,641	106,978
Monadnock Affordable (MAHC)	193,120	(4,713)	(6,004)	0	(39,940)	0	8,717	3,114	0	154,294	(38,826)
Keene Affordable (KAHP)	939,209	184,488	(59,908)	(26,196)	(5,617)	0	(16,066)	(168,441)	0	847,469	(91,740)
Meadow Road	20,140	24,643	(10,424)	(1,048)	0	0	(9,750)	6,265	0	29,826	9,686
Roxbury St Shelter	16,572	3,948	(539)	0	0	0	1,740	(987)	0	20,734	4,162
Section 8 Voucher Program (MTW)	73,857	(10,197)	n/a	n/a	n/a	n/a	38,394	24,438	0	126,492	52,635
Special Purpose Vouchers (Non-Elderly Disabled	87,771	2,142	n/a	n/a	n/a	n/a	(13,656)	25	0	76,282	(11,489)
Mainstream Voucher Program	145,475	2,583	n/a	n/a	n/a	n/a	(7,388)	177	0	140,847	(4,628)
Low Income Tax Credits (LIHTC)											
Brookbend East	216,295	80,525	(103,057)	(7,822)	(15,627)	(94,782)	(3,241)	22,620	0	**94,911**	(121,384)
Brookbend West	168,611	(12,542)	(1,557)	(4,216)	(15,136)	0	(5,426)	4,708	0	**134,442**	(34,169)
Evergreen Knoll	42,610	19,078	(6,873)	(10,268)	(398)	0	(23,734)	10,739	0	**31,154**	(11,456)
Riverbend	35,304	32,448	(3,791)	(5,038)	0	0	(21,546)	2,133	0	**39,510**	4,206
Stone Arch Family	141,098	(22,496)	(1,489)	(3,424)	0	(7,110)	(14,197)	10,367	0	**102,749**	(38,349)
Stone Arch Senior	101,880	(1,551)	(3,210)	(5,141)	0	(3,171)	(18,636)	8,357	0	**78,528**	(23,352)
Multi-Family Properties											
Central Square Terrance	29,337	89,208	(52,662)	(21,256)	0	0	(91,217)	85,413	0	**38,823**	9,486
Non-Owned/Managed Properties											
Cottage Street	587	762	0	(800)	0	0	(1,942)	1,804	0	**411**	(176)
Ash Brook	39,005	16,233	(9,532)	(3,072)	0	0	(6,873)	1,941	0	**37,702**	(1,303)
Emerald Street	7,119	10,639	(5,839)	(1,320)	0	0	(985)	(599)	0	**9,015**	1,896
Fairweather Lodge	1,942	682	0	(700)	0	0	865	(75)	0	**2,714**	772
TOTAL	5,072,595	650,704	(264,885)	(90,301)	(161,208)	(105,063)	(227,026)	10,728	0	4,885,544	(187,051)

(a) excluding depreciation

Keene Housing

Balance Sheet Summary - Assets - as of April 30, 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)	1,825,349	1,094,292	0	0	0	10,421,464	188,640	438,576	13,968,321
Monadnock Affordable (MAHC)	154,294	0	0	0	0	1,025,654	1,435,977	802,828	3,418,753
Keene Affordable (KAHP)	847,469	183,740	717,035	0	0	77,371	18,258,726	13,580	20,097,921
Meadow Road	29,826	56,415	60,348	0	0	8,811	651,356	0	806,756
Roxbury St Shelter	20,734	0	0	0	0	1,755	420,156	0	442,645
Section 8 Voucher Program (MTW)	126,492	0	0	0	0	2,758	1,750	0	131,000
Special Purpose Vouchers (Non-Elderly Disabled)	76,282	0	0	0	0	14,916	0	0	91,198
Mainstream Voucher Program	140,847	0	0	0	0	8,403	0	0	149,250
Low Income Tax Credits (LIHTC)									
Brookbend East	94,911	51,348	159,610	196,714	0	23,795	5,852,325	58,615	6,437,318
Brookbend West	134,442	45,271	93,204	176,542	0	24,825	5,445,241	38,872	5,958,397
Evergreen Knoll	31,154	40,464	159,314	87,027	0	17,757	2,915,756	3,196	3,254,668
Riverbend	39,510	47,647	68,569	50,398	0	11,830	1,803,388	0	2,021,342
Stone Arch Family	102,749	59,670	58,509	84,012	0	5,659	2,719,803	7,120	3,037,522
Stone Arch Senior	78,528	56,216	123,393	123,712	0	13,090	2,989,282	14,119	3,398,340
Multi-Family Properties									
Central Square Terrance	38,823	165,263	182,941	0	16,450	1,897	1,519,511	33,681	1,958,566
Non-Owned/Managed Properties									
Cottage Street (MFS)	411	5,545	10,623	12,639	6,115	4,122	400,515	5,250	445,220
Ash Brook (MHO)	37,702	26,731	77,313	0	8,916	3,160	602,681	5,277	761,780
Emerald Street (CHO)	9,015	7,717	71,637	0	5,923	(1,201)	129,965	0	223,056
Fairweather Lodge (CHO)	2,714	2,552	14,466	0	0	990	19,409	0	40,131
TOTALS	**3,791,252**	**1,842,871**	**1,796,962**	**731,044**	**37,404**	**11,667,056**	**45,354,481**	**1,421,114**	**66,642,184**

(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 April 30, 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)	5,890	5,799	0	24,014	0	13,710,027	222,592	13,968,322
Monadnock Affordable (MAHC)	4,598	0	0	15,127	500,191	2,918,676	(19,839)	3,418,753
Keene Affordable (KAHP)	23,038	21,504	0	195,474	15,744,606	4,204,101	(90,801)	20,097,922
Meadow Road	1,385	90,947	0	16,651	512,425	175,154	10,194	806,756
Roxbury St Shelter	0	38,415	0	(652)	292,039	111,437	1,407	442,646
Section 8 Voucher Program (MTW)	9,064	24,969	0	30,479	0	77,019	(10,531)	131,000
Special Purpose Vouchers (Non-Elderly Disabled)	38,859	0	0	1,755	0	48,442	2,141	91,197
Mainstream Voucher Program	1,577	0	0	921	0	144,169	2,582	149,249
Low Income Tax Credits (LIHTC)								
Brookbend East	406	2,809	0	33,351	1,063,354	5,321,514	15,886	6,437,320
Brookbend West	611	2,229	0	32,209	1,642,151	4,352,984	(71,789)	5,958,395
Evergreen Knoll	43	0	0	32,913	1,786,588	1,464,139	(29,013)	3,254,670
Riverbend	565	128,093	0	54,596	1,031,389	807,204	(506)	2,021,341
Stone Arch Family	42	0	0	27,306	591,001	2,478,832	(59,459)	3,037,722
Stone Arch Senior	(318)	0	0	35,736	560,026	2,841,656	(38,759)	3,398,341
Multi-Family Properties								
Central Square Terrance	4,897	82,136	933,070	96,834	2,706,659	(1,919,549)	54,519	1,958,566
Non-Owned/Managed Properties								
Cottage Street	0	0	0	4,798	491,380	(47,755)	(3,203)	445,220
Ash Brook	95	1,579	0	12,964	762,022	(15,170)	289	761,779
Emerald Street	180	442	0	2,287	146,858	65,599	7,690	223,056
Fairweather Lodge	430	0	0	2,862	0	37,341	(503)	40,130
TOTALS	**91,362**	**398,922**	**933,070**	**619,625**	**27,830,689**	**36,775,820**	**(7,103)**	**66,642,385**

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)		

May 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 NHHFA Management Review Brookbend East SAVS Craft Workshop	3 CST Bingo	4	5
6	7 Harper Acres Coloring Group SAVS Bingo CST Game Night	8 CST Cooking Group	9 CST Coloring Group	10 CST Bingo	11	12
13	14 Harper Acres Coloring Group SAVS Bingo CST Game Night	15 CST Card Making	16 CST Nutrition Workshop	17 Board of Commissioners Annual Meeting CST Bingo	18 NHHFA Management Review Emerald House	19
20	21 Harper Acres Coloring Group SAVS Bingo CST Game Night	22 Quarterly Staff Training	23 NHHFA Management Review Brookbend West	24 CST Bingo	25 CST Craft Group	26
27	28 Office Closed Memorial Day CST Game Night	29 CST Craft Group	30 SAVS Card Making	31 CST Bingo		

Keene Housing

JUNE 2018

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

Keene Housing