Keene Housing

Keene Housing
Board of Commissioners Meeting
February 21, 2019

Stone Arch Village Senior
Community Connections Craft Activity

Meeting Location:
Harper Acres Mill Building
168 Castle Street
Keene, NH 03431

Keene Housing

Board of Commissioners Meeting
Thursday, February 21, 2019
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Keene Housing

BOARD OF COMMISSIONERS MEETING
THURSDAY, FEBRUARY 21, 2019
12:00 P.M.
HARPER ACRES MILL BUILDING
168 CASTLE STREET, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the January 24, 2019 Keene Housing Board Meeting Minutes

IV. Executive Director's Report

V. Management Report

VI. Finance Report

VII. Old Business

VIII. New Business

a. Introduction of Housing Staff

b. Keene Housing Kids Collaborative Update

c. Approval of Contract for Technical Assistance Services (Resolution No. 626)

d. Approval of Revisions to the Tenant Selection and Occupancy Plan (Resolution No. 627)

IX. Public Comment

X. Non-Public Session
Convene to Non-Public Session to discuss:
A personnel matter pursuant to RSA 91-A:3, II (a); and
The acquisition, sale, or lease of land pursuant to RSA 91-A:3, II (d).

XI. Adjournment

Minutes of the Keene Housing Board of Commissioners Meeting
Thursday, January 24, 2019

Chairperson Mack called the Keene Housing Board of Commissioners meeting to order at 12:07 p.m. Chairperson Mack asked that the minutes reflect who attended the meeting and declared a quorum present.

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

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

MINUTES:

Chairperson Mack called for approval of the December 19, 2018 Board of Commissioners meeting minutes. Commissioner Coates made a motion to approve the minutes. Vice Chairperson Moses seconded the motion, which upon being put to vote, the minutes passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Secretary Meehan stated tentative arrangements have been made for him to meet with Senator Shaheen and Congresswomen Kuster regarding the temporary government shutdown. He is providing information to their staff so they understand the local impact of the partial shutdown.

The Central Square Terrace (CST) rehabilitation project has also been affected directly by the partial government shutdown. The HUD risk share application was submitted by New Hampshire Housing Finance Authority (NHHFA) to HUD in December but has not been accepted by HUD since the office is closed. The delay in the application process has a direct effect on the real estate and bond closing dates, which are expected to be moved out by two months after government offices reopen. The construction dates would also be postponed.

MANAGEMENT REPORT:

Ms. Comstock reviewed the management report and commented on the specific vacancies.

FINANCE REPORT:

Ms. Griffin reported that there was no financial report for December 2018 since the year has not yet been closed. Financials will be presented in February.

OLD BUSINESS:

No topics were presented.

NEW BUSINESS:

Resolution No. 624 - Approval of Signatories for Bank Accounts

The Keene Housing Board of Commissioners authorize the signatories of Keene Housing or Keene Housing Affiliates' accounts pursuant to the January 9, 2019 memorandum from Linda Griffin, Director of Finance to Joshua R. Meehan, Executive Director. Vice Chairperson Moses moved the motion to approve the resolution. Commissioner Slack seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 625 - Approval of Central Square Terrace Rehabilitation Project

The Keene Housing Board of Commissioners hereby authorizes the Executive Director to take the following actions related to the Central Square Terrace Rehabilitation Project, whether such actions be taken by employees or agents of Keene Housing (KH), or by corporate affiliates of KH:

VOTED: In connection with the conveyance and rehabilitation of a 90 unit housing project at 5 Central Square, Keene, New Hampshire (the "Project"), that Joshua R. Meehan, Executive Director, be, and he hereby is, authorized and directed to negotiate, execute and deliver on such terms as he deems necessary or advisable all such contracts, agreements, certificates and other documents related to the acquisition of low-income housing tax credits for the Project, construction and permanent financing for the Project, conveyance of the real estate upon which the Project is located, rehabilitation and management of the Project, to do such other acts and things as may be necessary or advisable with respect to the Project and to execute any and all agreements and instruments deemed by them necessary or advisable in connection with the Project (the "Project Documents").

VOTED: That KH, in its capacity as a general partner of HRC Keene General Partnership, which is the general partner of Central Square Housing Associates be, and it hereby is, authorized to execute and cause Central Square Housing Associates to perform its obligations under a certain Option Agreement between Central Square Housing Associates and CST Housing Associates Limited Partnership, dated July 26, 2018 (the "Option"), and to take all actions necessary to consummate the transactions contemplated therein, and that Joshua R. Meehan on behalf of KH is authorized to execute any deeds or other instruments in connection with the transaction contemplated in this vote.

VOTED: That, in connection with the consummation of the transaction contemplated by the Option, KH, be, and it hereby is, authorized to execute any documents necessary for Central Square Housing Associates to assign to CST Housing Associates Limited Partnership a certain Housing Assistance Payments Contract between Central Square Housing Associates and the U.S. Department of Housing and Urban Development relating to the Project, and that that Joshua R. Meehan on behalf of KH is authorized to execute such documents as are advisable to consummate such assignment.

VOTED: In connection with the Project, Joshua R. Meehan on behalf of KH, be, and hereby is, authorized and directed to negotiate, execute and deliver a Development Services Agreement and such other documents as may be necessary or advisable with respect to the Project.

VOTED: That the execution, acknowledgement, delivery and performance of any documents, agreements or instruments in connection with the foregoing votes, including without limitation, the Project Documents and the Development Agreement, by Joshua R. Meehan on behalf of KH, on such terms and conditions as he deems to be in the best interests of KH, are hereby authorized, confirmed, ratified and approved.

FINANCING AND GUARANTIES

VOTED: That KH be, and it hereby is, authorized to loan to CST Housing Associates Limited Partnership financing in the following amounts, to be evidenced by loan documents on such terms and conditions as Joshua R. Meehan, Executive Director of KH deems appropriate:

a. A loan from KH to the CST Housing Associates Limited Partnership in the amount of $1,325,000, with a term of twenty years and an interest rate of 2.75%.

VOTED: To authorize KH to guaranty any obligations of CST Housing Associates Limited Partnership and Monadnock Housing, Inc. to the Project, including without limitation, a construction loan and other obligations relating to construction and permanent financing for the project and tax credit syndication for the Project, all on such terms and conditions as the Executive Director of KH deems convenient or appropriate; and to authorize Joshua R. Meehan on behalf of KH to execute any and all documents deemed as being necessary and appropriate in the name and on behalf of KH.

VOTED: That the execution, acknowledgement, delivery and performance of any documents, agreements or instruments in connection with the foregoing votes by Joshua R. Meehan on behalf of KH, on such terms and conditions as he deems to be in the best interests of KH, are hereby authorized, confirmed, ratified and approved.

MISCELLANEOUS

VOTED: To ratify, confirm, adopt and approve all acts of the Executive Director of KH performed for and on behalf of KH up to and including the date of these Votes with respect to the transactions described in the foregoing Votes.

VOTED: That the Executive Director of KH is hereby authorized and directed to take any and all actions as they may deem necessary or appropriate to implement the foregoing Votes.

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

Discussion of Partial Federal Shutdown

Secretary Meehan confirmed the February Housing Assistance Payments (HAP) from HUD, Rural Development and Multi-Family HUD will be made to all Housing Authorities. A handout was distributed which listed all the Keene Housing subsidy programs along with options/strategies for Keene Housing to consider. Secretary Meehan reviewed the consequences of missed subsidy vs. Keene Housing advancing the subsidy to landlords. One significant factor, that is not known at this time, is will Keene Housing be reimbursed by HUD if Keene Housing advances funds to the voucher programs so landlords can be paid. Commissioner Slack feels confident that HUD will reimburse

Public Housing Authorities (PHAs). She also commented that towns may be obligated to step in to cover the missing HAP since landlords could move to evicting residents for non-payment.

Commissioner Coates suggested arranging a meeting with County, City and local officials to engage them in these local issues. Secretary Meehan also reported that Public Housing Authorities Directors Association (PHADA) is meeting with senior HUD officials on Friday and they are collecting questions from PHAs regarding the temporary closure of the HUD offices to present to the HUD group. Secretary Meehan intends to submit all the questions that have been discussed in this meeting to PHADA today. Commissioner Coates suggested that these issues be presented to the Keene Sentinel since they will affect local residents and landlords.

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 Coates seconded the motion, which upon being put to vote, was passed unanimously. There being no further business, Chairperson Mack adjourned the Board meeting at 1:07 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

1/28/2019
Date

Keene Housing

Resolution No. 626

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item: Approval of Contract for Technical Assistance Services

2. Date of Board Meeting: 2/21/2019

3. Proposed Board Resolution:

That the Keene Housing Board of Commissioners authorizes the 2018 Technical Assistance Services contract be awarded to Edgemere Consulting Corp. not more than five years and its funding not to exceed $50,000 annually pursuant to the February 21, 2019 Memorandum from Linda Griffin, Director Finance to Josh Meehan, Executive Director.

4. All Backup Attached?

Yes X No ☐

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

5. Department Head Approval Signature _____ Date: _____

6. Statement of availability of funds by Finance Manager

Funds Budgeted and Available Yes XX No __ Source _____

Account #_____

Finance Manager Approval Signature _____ Date: 2/21/2019

7. Executive Director Approval Signature _____ Date: 2/21/19

Keene Housing

MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Linda Griffin, Finance Director
Subject: Approval of contract for Technical Support
Date: February 21, 2019

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

Location: Agency-wide, Executive Director

Project Name: Technical Assistance

- The scope of work for this project includes: Technical Assistance in association with program design, policy development and analysis, procedures, and related documentation development. Assisting KH with the development and implementation of agency-wide programs and policies in areas of internal/external reporting, quality controls and resident programs, information/data management, etc.
- The budget approved by the Board: $ 2019 is $15,000
- Any additional funding needed? Contract will be for a three-year period with options for (2) one-year renewals. Each year will be for $10-$50,000 depending on the projects and budget funds available and approved.
- An open invitation was added to the: KH web page, Facebook page. Yes
- Number of contractors invited to bid: Four
- Formal bid packets received by KH: One
- Board approval is being requested to award contract to: Edgemere Consulting Corp.
- Does this contract award fall under the Procurement Policy definition of a single source/non-competitive proposal 2.5 (A-C) and 2.6 (A): YES.

  Rationale: Edgemere Consulting Corp. has been under contract with KH since the 2016 competitive RFP process when they were awarded the contract in 2016. Those rates remained the same for the three years under contract. The current proposed rates appear reasonable for this bid compared to 2016 rates (4% higher for principal and 11% higher for Senior Associate/Associate). Edgemere is the only firm that sent in a proposal this year.
- Approval by Executive Director, per Procurement Policy 2.5(B):

Keene Housing

Resolution No. 627

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item: Revisions to Tenant Selection and Occupancy Plan

2. Date of Board Meeting: February 21, 2019

3. Proposed Board Resolution:

That the Keene Housing Board of Commissioners approves the revisions to the Tenant Selection and Occupancy Plan, pursuant to the February 7, 2019 memorandum from Denise Comstock, Director of Housing, 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 Comstock Date: 2-7-19

6. Statement of availability of funds by Director of Finance N/A

Funds Budgeted and Available Yes ☐ No ☐ Source _____

Account # _____

Director of Finance Approval Signature _____ Date: _____

7. Executive Director Approval Signature _____ Date: 2/11/19

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Denise Comstock, Director of Housing
Subject: Tenant Selection and Occupancy Plan Revisions
Date: February 7, 2019

This memorandum recommends that the Keene Housing Board of Commissioners approves the following revisions to the Tenant Selection and Occupancy Plan. These revisions were available for public comment from January 25, 2019 to February 6, 2019, and no comments were received. These revisions were requested by Ginny Larkin of New Hampshire Housing Finance Authority, after reviewing multiple documents for the Central Square Terrace rehabilitation project. The changes listed below are primarily related to the inclusion of "Tax Exempt Bond Program" in areas already referring to "Low Income Housing Tax Credit" to correctly reflect the financing for the Central Square Terrace rehab.

B. Screening for Eligibility, Page 29, 1.

Recommend adding section (o): For applicants to Central Square Terrace, eligibility is based upon the income under LIHTC/Tax Exempt Bond programs.

D. Student Eligibility for LIHTC Properties, Page 31.

Recommend changing heading to Student Eligibility for LIHTC/Tax Exempt Bond Properties.

Section D, Page 32, 1.

Recommend adding Central Square Terrace to the list of properties referred to in this section.

Chapter 11, P. 67, Section B. Lease Addenda, 4.

Recommend revising 4 k. to LIHTC/Tax Exempt Bond

RECOMMENDATION

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

Resolution: That the Keene Board of Commissioners approves the revisions to the Tenant Selection and Occupancy Plan, pursuant to the February 7th memorandum from Denise Comstock, Director of Housing to Joshua R. Meehan, Executive Director.

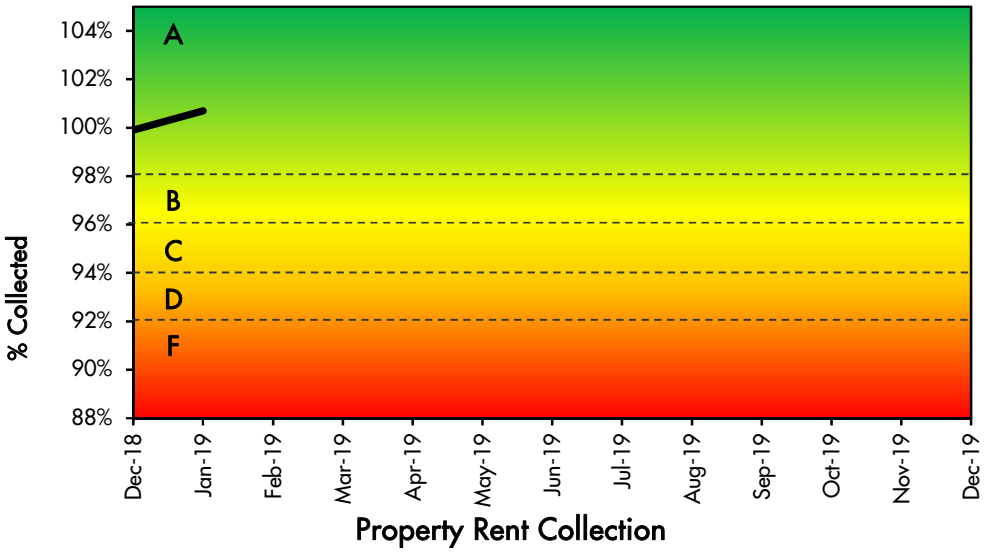
Keene Housing

MANAGEMENT REPORT
JANUARY 2019

Residential Property Rent Collection Report
January 2019

Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$11,276	$11,276	100.0%	A	$11,276	$11,276	100.0%	A
Bennett Block	$4,392	$4,450	101.3%	A	$4,392	$4,450	101.3%	A
Brookbend East	$16,561	$17,299	104.5%	A	$16,561	$17,299	104.5%	A
Brookbend West	$11,368	$11,436	100.6%	A	$11,368	$11,436	100.6%	A
Central Square Terrace	$21,698	$21,698	100.0%	A	$21,698	$21,698	100.0%	A
Cottage Street	$1,426	$1,445	101.3%	A	$1,426	$1,445	101.3%	A
Evergreen Knoll LP	$15,265	$16,059	105.2%	A	$15,265	$16,059	105.2%	A
Forest View	$19,411	$19,371	99.8%	A	$19,411	$19,371	99.8%	A
Harper Acres	$41,911	$41,802	99.7%	A	$41,911	$41,802	99.7%	A
Meadow Road Apartments	$7,791	$7,519	96.5%	B	$7,791	$7,519	96.5%	B
North and Gilsum	$14,255	$13,901	97.5%	B	$14,255	$13,901	97.5%	B
Riverbend Apartments	$10,458	$10,775	103.0%	A	$10,458	$10,775	103.0%	A
Scattered Sites	$9,986	$10,185	102.0%	A	$9,986	$10,185	102.0%	A
Stone Arch Village Family	$12,523	$12,476	99.6%	A	$12,523	$12,476	99.6%	A
Stone Arch Village Senior	$11,296	$11,296	100.0%	A	$11,296	$11,296	100.0%	A
Totals	**$209,617**	**$210,987**	**100.65%**	**A**	**$209,617**	**$210,987**	**100.7%**	**A**

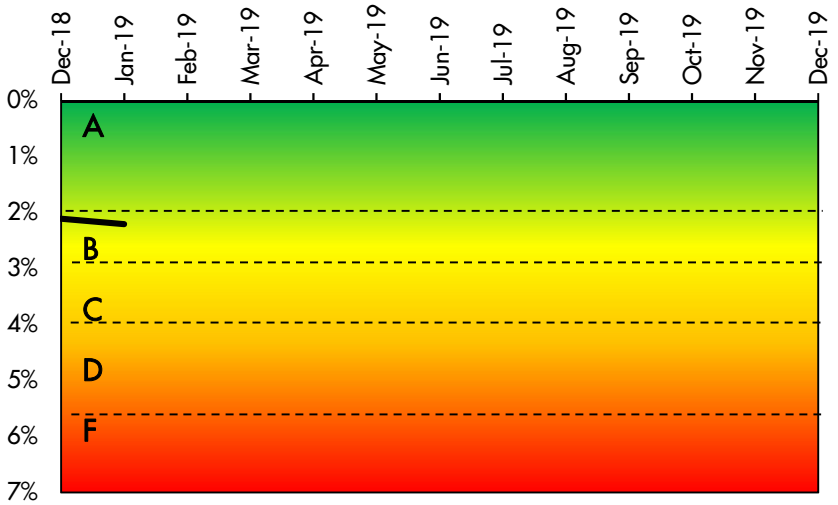
**Active Households Only*



Monthly Vacancy Report

January 2019

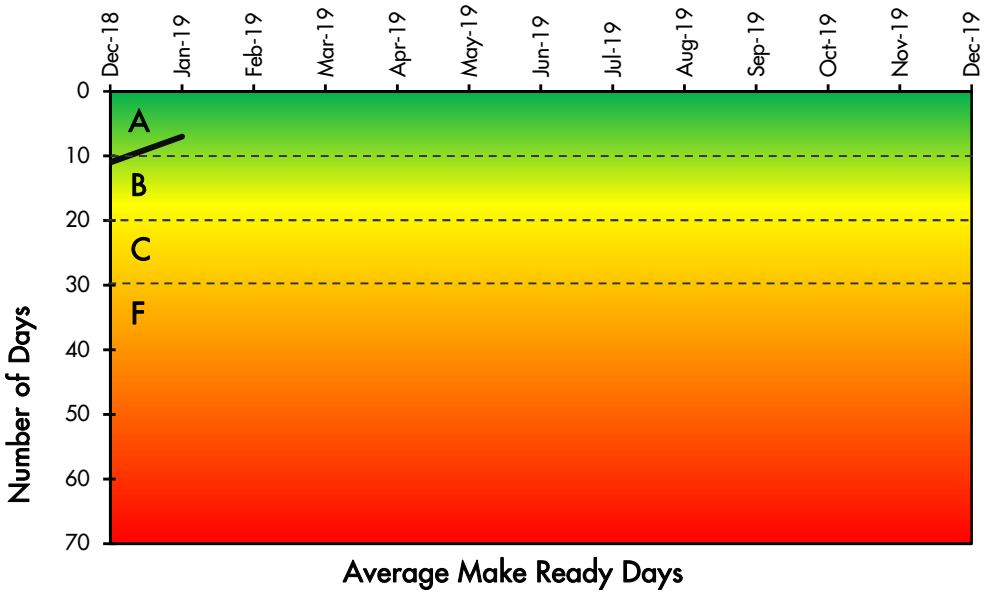
Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	21	651	0	0%	A	0.0%	A
Bennett Block	14	434	0	0%	A	0.0%	A
Brookbend East	40	1240	45	3.6%	B	3.6%	B
Brookbend West	35	1085	90	8.3%	F	8.3%	F
Central Square Terrace	79	2386	135	5.7%	D	5.7%	D
Cottage Street	3	93	0	0%	A	0.0%	A
Evergreen Knoll LP	32	992	0	0%	A	0.0%	A
Forest View	38	1178	0	0%	A	0.0%	A
Harper Acres	108	3348	25	0.7%	A	0.7%	A
Meadow Road	18	558	30	5.4%	D	5.4%	D
North and Gilsum	29	899	0	0%	A	0.0%	A
Riverbend Apartments	24	744	0	0%	A	0.0%	A
Scattered Sites	18	558	0	0%	A	0.0%	A
Stone Arch Village Family	24	744	0	0%	A	0.0%	A
Stone Arch Village Senior	33	1023	31	3.0%	B	3.0%	B
Report Totals:	**516**	**15,933**	**356**	**2.2%**	**B**	**2.2%**	**B**



Percentage of Total Days That Units Are Vacant

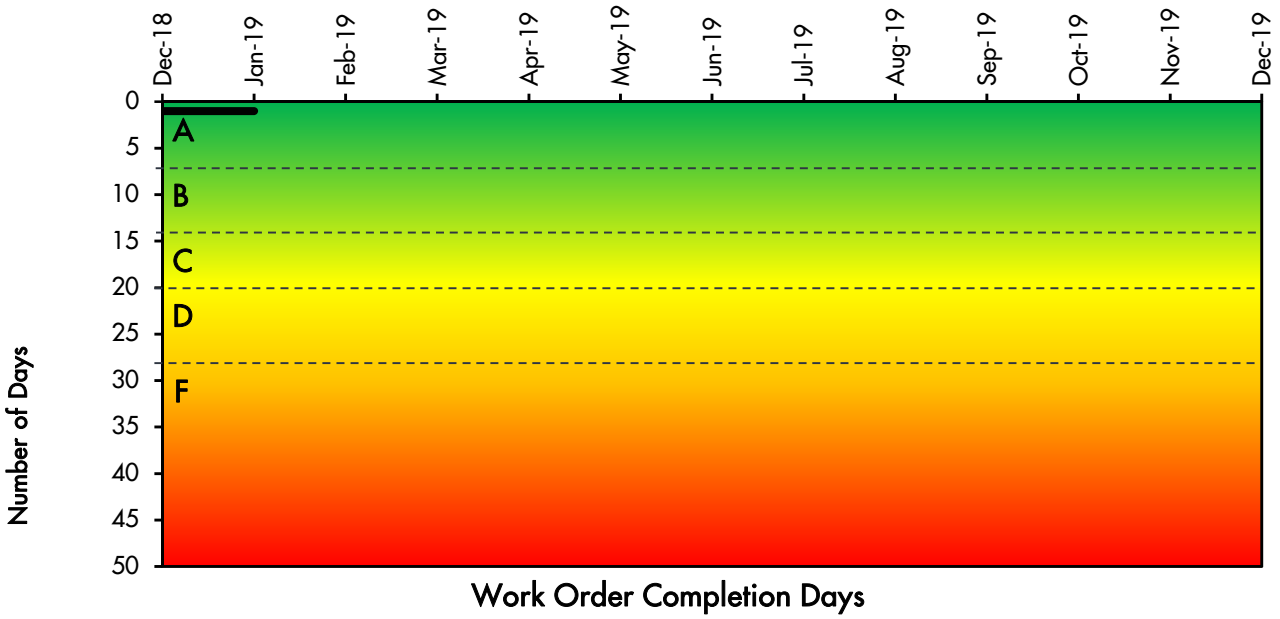
Unit Make Ready Days
January 2019

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	2	16	B	2	16	B
Brookbend West	2	5	A	2	5	A
Central Square Terrace	4	2	A	4	2	A
Cottage Street	-	-	NONE	-	-	NONE
Evergreen Knoll LP	-	-	NONE	-	-	NONE
Forest View	-	-	NONE	-	-	NONE
Harper Acres	-	-	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:	8	7	A	8	7	A



Residential Property Non-Emergency Work Order Completion Days
January 2019

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	1	0	A	1	0	A
Ash Brook Apartments	2	0	A	2	0	A
Bennett Block	7	0	A	7	0	A
Brookbend East	19	1	A	19	1	A
Brookbend West	8	0	A	8	0	A
Central Square Terrace	33	1	A	33	1	A
Cottage Street	5	1	A	5	1	A
Emerald Street House	5	1	A	5	1	A
Evergreen Knoll LP	9	0	A	9	0	A
Forest View	13	1	A	13	1	A
Harper Acres	34	0	A	34	0	A
Keene Housing Main Office	5	1	A	5	1	A
Meadow Road	2	0	A	2	0	A
North and Gilsum	16	1	A	16	1	A
Riverbend Apartments	7	0	A	7	0	A
Scattered Sites	19	1	A	19	1	A
Stone Arch Village Family	37	1	A	37	1	A
Stone Arch Village Senior	32	0	A	32	0	A
Report Totals:	**254**	**0**	**A**	**254**	**1**	**A**



Residential Property Emergency Work Order Completion Days
January 2019

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**

Programs and Services FY 2019 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	$411,513	$349,098	85%	606	$576	105%	575	$469	$62,415
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$411,513	$349,098	85%	606	$576	105%	575	$469	$62,415

MTW without Transitional Housing Assistance Shelter Program (THASP)

Month	HAP Budget Authority	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$411,513	$342,308	83%	550	$622	96%	575	$469	$69,205
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$411,513	$342,308	83%	550	$622	96%	575	$469	$69,205

Affordable Housing Preservation Program (AHPP)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$13,655	$13,655	100%	18	$759	100%	18	$0	$0
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$13,655	$13,655	100%	18	$759	100%	18	$0	$0

Non-Elderly Disabled (NED)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$52,801	$52,801	100%	97	$544	97%	100	$133	$0
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$52,801	$52,801	100%	97	$544	97%	100	$133	$0

Mainstream (MS)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$28,597	$28,567	100%	51	$560	102%	50	$0	$30
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$28,597	$28,567	100%	51	$560	102%	50	$0	$30

2017 Mainstream (MS)

Month	Received	HAP Expense	Utilization	UML	Avg. PUC	% Leased	UMA	Recovery	(Deficiency)
January	$10,979	$0	$0	0	$0	$0	$19	$0	$0
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$10,979	$0	$0	0	$0	$0	$19	$0	$0

FY19 utilization targets are 98% in NEDs, 94% in AHPP, 98% in MS5, 93% in MTW without THASP, and 101% with. MS5 98%, 2017 MS 85% by FYE.

2018 Summary

Program	UMA	UML	% UML
MTW	6993	7115	102%
NED	1200	1176	98%
AHPP	216	204	94%
MS5	600	583	97%

Keene Housing

FINANCE REPORT
JANUARY 2019

Financial Report – December 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 $2.2m which is a net increase of $.8m from the budget of $1.4m.

OPERATING REVENUES are $17.2m a net increase of $2m as compared to the budget of $15.2m. The most significant changes are related to:

VARIANCES for Revenue categories (Less)/Higher than Budget		
$146,052	Rent Revenue	Change in tenant rent – partly related to subsidy changes and partly increase in rent at some properties without corresponding increase in HAP.
$222,998	HAP funding	The MTW funding approval is at 99.7% proration (per HUD pro-ration). The budget was set at 96.3%, the additional funding this year is $269k. KH intends to use most of the additional funding for non-HAP rehabilitation.
($58,014)	Other Income	Other Income is related to miscellaneous income and is less than budget. Grants funds: FSS funds is under budget by $8k, the budget was too high. CHT admin revenue is on budget. CDBG admin revenue is under budget by $19k, KH is not administering any CDBG funds. Interest income is over budget by $33k. Additionally, there is misc income throughout other properties is under budget by $52k. KH received a solar grant during 2018 of $10k and had $19.5k of forgiveness of debt on CDBG loans.
($18,186)	Management Fees	Management fees are under budget by $9k due to management fee not increasing as expected at two properties (RB, SAVS) and by $10k due to increased vacancies at two properites (KAHP and CST).
$0	Development fees	No Development fees paid or expected (MAHC).
$111,400	Vacancy Loss (reduction to revenue)	Vacancy Loss (higher than budget is more of a reduction to revenue): KAHP year to date vacancy= $49k and higher than budget by $46k. CST year to date vacancy= $90k and higher than budget by $70k. BBW year to date vacancy= $26k and higher than budget by $3k. Evergreen year to date vacancy= $11k and higher than budget by $9k. BBE year to date vacancy= $22k and less than budget by $19k.
$4,442	Tenants Charges	Tenants Charges (laundry, damages, other fees) more than expected.
$91,005	Admin Funding	HUD Section 8 admin funding is more than budget by $77K, which is related to the funding increasing based on proration. NEDs and Mainstream admin revenue is more than budget by $14k due to the funding formula pro-ration increasing.
$289,646	**Higher than Budget**	**Operating Revenue**
$77,466	Partnership Distributions	Partnership fees, paid to Keene Housing from surplus cash for 2017 on LIHTC properties managed. The total budget is $175k, actuals posted to date are $252k.
$1,631,633	MTW Transfer	The 2018 MTW Non-HAP funding is $875 used for Non-HAP initiatives. KAHP Capital Impr = $803k, Resident Serv= $22K, KHKC = $49k
$1,998,745	**Higher than Budget**	**Total Revenue**

OPERATING EXPENSES are $15m a net increase of $1.2m as compared to the budget of $13.8m. The most significant changes are related to:

VARIANCES for Expense categories (Less)/Higher than Budget		
($68,197)	Admin Expenses	Administrative Expense are all under budget, except for Legal is over by $28k due to the work with Solar project and CST Limited Partner. Bad Debt is over by $34k due to $0 budget.
($97,446)	Payroll and Benefits	Benefit Expenses are under budget by $30k which is related to the lower than expected renewal. Salaries are under budget by $46k due to a reduction of a staff position.
$58,812	Utilities Expenses	Fuel Expense is over budget by $25k. (CST $13k, KAHP $5k, BBE $3k, SAVF $3k) Water & Sewer is over budget by $5k (EK by $3) Electric is over budget by $30k. (Over: KAHP by $33k due to Eversource fees changing and transitioning one small property over to KH paying for electric and SAV Senior by $3k, CST by $5k. Under: EK by $10k)
($84,617)	Maint Expenses	Maintenance Expenses under budget by $160k and are: Materials by $35k,Security $68k, Electrical $17k, Misc Equipment $36k Maintenance Expenses over budget by $65k and are: Waste Removal by $8k, Grounds $10k, Plumbing $12k, Flooring by $22k,Vehicle repairs $7k, Other Services by $9k (CST parking lease, HA tree removal).
($40,099)	Insurance Expenses	Insurance Expenses under budget, related to minimal increase in premium during 2018.
($5,019)	Property Tax Exp	Property Taxes under budget.
$3,967	Partnership taxes	Taxes over budget, related to CST.
$46,477	Interest Expenses	Interest Expenses over budget, related to year end entries of CST development fee interest of $19k for 2018 and amortization of debt $12K.
$13,278	Resident services	Residential Services are running over budget.
($84,114)	HAP disbursements	HAP disbursements under budget in Section 8 program by $24k, Mainstream program by $26k and NEDs/MR by $33k.
($256,959)	**Lower than Budget**	**Operating Expenses**
$141,671	Partnership Distributions	Partnership fees, paid to Keene Housing from surplus cash for 2017 on LIHTC properties managed. The total budget is $55k, actuals = $196k.
$1,337,838	MTW Transfer	The YTD actual transfer = $828k The 2018 MTW Non-HAP funding used for Non-HAP initiatives. KAHP Capital Impr = $803k, Resident Serv= $22K, KHKC = $49k
$1,222,550	**Higher than Budget**	**Total Expenses**

Keene Housing

Income Statement - Comparing Actuals to Budget - YTD - as of December 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)	105,167	230,306	881,268 Higher Revenue	756,129 Higher Expenses	Revenue is MTW transfer $828k in; then out to funds capital projects and KHKC.
Monadnock Affordable (MAHC)	(39,927)	(29,203)	13,300 Higher Revenue	2,576 Higher Expenses	
Keene Affordable (KAHP)	382,526	1,003,451	635,413 Higher Revenue	14,486 Higher Expenses	Revenue is MTW transfer in $803k to fund capital projects.
Meadow Road	42,884	61,589	15,214 Higher Revenue	(3,493) Lower Expenses	Revenue reflects $19k for forgiveness of debt on CDBG loan.
Roxbury St Shelter	6,545	11,745	4,185 Higher Revenue	(1,015) Lower Expenses	
Section 8 Voucher Program (MTW)	26,069	58,816	462,116 Higher Revenue	429,368 Higher Expenses	
Mainstream Voucher Program	(44,126)	894	13,342 Higher Revenue	(31,681) Lower Expenses	
Special Purpose Vouchers (Non-Elderly Disabled)	(55,820)	6,381	23,642 Higher Revenue	(38,559) Lower Expenses	
Low Income Tax Credits Properties (LIHTC)					
Brookbend East	228,792	240,049	17,688 Higher Revenue	6,431 Higher Expenses	.
Brookbend West	177,813	104,923	(5,041) Lower Revenue	67,847 Higher Expenses	Expense includes partnership distribution which exceeds YTD budget by $88k.
Evergreen Knoll	61,986	43,451	2,329 Higher Revenue	20,864 Higher Expenses	
Riverbend	32,820	73,647	(8,903) Lower Revenue	(49,729) Lower Expenses	
Stone Arch Family	102,300	32,206	(17,451) Lower Revenue	52,644 Higher Expenses	Expense includes partnership distribution which exceeds YTD budget by $34k.
Stone Arch Senior	51,503	47,175	5,641 Higher Revenue	9,969 Higher Expenses	Expense includes partnership distribution which exceeds YTD budget by $19k
Multi-Family Properties					
Central Square Terrance	245,043	178,742	(59,876) Lower Revenue	6,426 Higher Expenses	
Non-Owned/Managed Properties					
Cottage Street	2,522	9,338	7,388 Higher Revenue	571 Higher Expenses	
Ashbrook	42,829	56,685	6,182 Higher Revenue	(7,673) Lower Expenses	
Emerald Street	24,087	38,153	2,059 Higher Revenue	(12,036) Lower Expenses	
Fairweather Lodge	1,726	2,549	248 On Budget	(575) On Budget	
TOTALS	1,394,739	2,170,897	1,998,745 Higher than Budget	1,222,550 Higher than Budget	

(a) excluding depreciation

Keene Housing

Cash Outlay - Year to Date - as of December 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	230,306	0	0	(85,710)	0	(193,146)	(11,449)	786	2,753,450	(59,213)
Monadnock Affordable (MAHC)	193,120	(29,203)	(18,140)	0	3,707	(668,664)	12,143	571,235	(14)	64,184	(128,936)
Keene Affordable (KAHP)	939,209	1,003,451	(200,058)	(78,588)	(742,732)	0	(292,245)	(189,001)	0	440,036	(499,173)
Meadow Road	20,140	61,589	(44,403)	4,602	(17,097)	0	(5,727)	(1,852)	0	17,252	(2,888)
Roxbury St Shelter	16,572	11,745	(1,631)	0	0	0	13	777	0	27,476	10,904
Section 8 Voucher Program (MTW)	73,857	58,816	n/a	n/a	n/a	n/a	(54,887)	9,469	0	87,255	13,398
Mainstream Voucher Program	145,475	894	n/a	n/a	n/a	n/a	1,015	(16)	0	147,368	1,893
Special Purpose Vouchers (Non-Elderly Disabled)	87,771	6,381	n/a	n/a	n/a	n/a	2,832	28,822	0	125,806	38,035
Low Income Tax Credits (LIHTC)											
Brookbend East	216,295	240,049	(106,617)	(24,571)	(15,627)	(89,732)	22,530	697	0	**243,024**	26,729
Brookbend West	168,611	104,923	(96,000)	(13,227)	(15,136)	4,093	18,847	2,678	0	**174,789**	6,178
Evergreen Knoll	42,610	43,451	(22,949)	(30,804)	(4,999)	0	(308)	4,379	0	**31,380**	(11,230)
Riverbend	35,304	73,647	(19,455)	(15,441)	(20,164)	0	(7,546)	4,378	(1,552)	**49,171**	13,867
Stone Arch Family	141,098	32,206	(2,164)	(10,272)	0	(5,026)	(1,121)	527	0	**155,248**	14,150
Stone Arch Senior	101,880	47,175	(41,101)	(4,134)	(17,996)	(3,171)	(1,646)	4,744	0	**85,751**	(16,129)
Multi-Family Properties											
Central Square Terrance	29,337	178,742	(160,769)	(65,015)	0	0	800	19,562	0	**2,657**	(26,680)
Non-Owned/Managed Properties											
Cottage Street	587	9,338	(6,750)	(1,881)	0	750	(882)	(372)	0	**790**	203
Ash Brook	39,005	56,685	(29,102)	(9,547)	(30,000)	0	(6,253)	6,494	0	**27,282**	(11,723)
Emerald Street	7,119	38,153	(17,749)	(3,978)	(7,349)	0	(4,837)	7,262	0	**18,621**	11,502
Fairweather Lodge	1,942	2,549	0	4,228	(6,328)	0	15	211	0	**2,617**	675
TOTAL	5,072,595	2,170,897	(766,888)	(248,628)	(959,431)	(761,750)	(510,403)	458,545	(780)	4,454,157	(618,438)

(a) excluding depreciation

Keene Housing

Balance Sheet Summary - Assets - as of December 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)	1,659,157	1,094,293	0	0	0	10,572,525	164,051	438,576	13,928,602
Monadnock Affordable (MAHC)	64,184	0	0	0	0	1,022,228	1,359,679	1,471,492	3,917,583
Keene Affordable (KAHP)	440,036	0	769,428	0	0	537,289	18,422,507	13,580	20,182,840
Meadow Road	17,252	50,292	54,697	0	0	10,912	639,557	0	772,710
Roxbury St Shelter	27,476	0	0	0	0	3,482	397,803	0	428,761
Section 8 Voucher Program (MTW)	87,255	0	0	0	0	96,040	1,083	0	184,378
Mainstream Voucher Program	147,368	0	0	0	0	0	0	0	147,368
Special Purpose Vouchers (Non-Elderly Disabled)	125,806	0	0	0	0	0	0	0	125,806
Low Income Tax Credits (LIHTC)									
Brookbend East	243,024	23,328	176,358	198,854	0	23,903	5,721,741	53,565	6,440,773
Brookbend West	174,789	20,456	102,215	178,462	0	23,447	5,326,747	34,779	5,860,895
Evergreen Knoll	31,380	23,053	179,849	87,928	0	10,844	2,824,170	3,196	3,160,420
Riverbend	49,171	44,978	78,972	50,946	0	1,502	1,757,644	0	1,983,213
Stone Arch Family	155,248	47,142	65,356	84,024	0	5,300	2,645,878	5,036	3,007,984
Stone Arch Senior	85,751	40,162	122,387	125,058	0	10,808	2,932,861	14,119	3,331,146
Multi-Family Properties									
Central Square Terrance	2,657	71,546	226,699	0	16,450	3,597	1,450,132	33,682	1,804,763
Non-Owned/Managed Properties									
Cottage Street (MFS)	790	4,823	11,704	12,823	6,204	3,510	392,584	4,500	436,938
Ash Brook (MHO)	27,282	29,176	83,788	0	9,012	0	600,793	5,276	755,327
Emerald Street (CHO)	18,621	4,920	74,295	0	10,606	764	131,416	0	240,622
Fairweather Lodge (CHO)	2,617	2,552	9,538	0	0	1,839	23,369	0	39,915
TOTALS	**3,359,864**	**1,456,721**	**1,955,286**	**738,095**	**42,272**	**12,327,990**	**44,792,015**	**2,077,801**	**66,750,044**

(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 December 31, 2018

Program/Property	ACTUALS						
	Payables Vendors, Tenants	Payables Development fees	Accrued Liabilities	Loans	Capital and Retained Earnings	Net Income Current Year	Total Liabilities
Keene Housing							
Central Office (Locals)	4,866	0	23,016	0	13,708,456	192,267	13,928,605
Monadnock Affordable (MAHC)	500,000	0	87,831	488,055	2,918,676	(76,981)	3,917,581
Keene Affordable (KAHP)	51,644	0	167,812	15,604,456	4,204,101	154,828	20,182,841
Meadow Road	93,530	0	7,336	478,447	175,154	18,245	772,712
Roxbury St Shelter	39,311	0	216	290,947	111,437	(13,149)	428,762
Section 8 Voucher Program (MTW)	36,841	0	12,701	0	77,020	57,816	184,378
Mainstream Voucher Program	1,664	0	642	0	144,169	897	147,372
Special Purpose Vouchers (Non-Elderly Disabled)	67,989	0	1,422	0	50,014	6,382	125,807
Low Income Tax Credits (LIHTC)							
Brookbend East	12,599	0	2,043	1,059,795	5,321,514	44,826	6,440,777
Brookbend West	10,661	0	22,358	1,547,709	4,352,984	(72,816)	5,860,896
Evergreen Knoll	10,576	0	16,020	1,770,513	1,464,139	(100,829)	3,160,419
Riverbend	145,833	0	39,666	1,015,725	807,204	(25,214)	1,983,214
Stone Arch Family	3,004	0	14,504	590,326	2,478,832	(78,682)	3,007,984
Stone Arch Senior	9,540	0	22,265	522,135	2,841,656	(64,449)	3,331,147
Multi-Family Properties							
Central Square Terrance	106,361	951,229	(6,505)	2,598,554	(1,919,550)	74,675	1,804,764
Non-Owned/Managed Properties							
Cottage Street	1,246	0	1,375	484,631	(47,755)	(2,558)	436,939
Ash Brook	10,579	0	8,612	742,452	(15,170)	8,852	755,325
Emerald Street	9,571	0	1,199	134,947	65,600	29,305	240,622
Fairweather Lodge	651	0	2,926	0	37,341	(1,003)	39,915
TOTALS	**1,116,466**	**951,229**	**425,439**	**27,328,692**	**36,775,822**	**152,412**	**66,750,240**

Capital Purchases/Renovations details 2018

12/31/2018

Description	Location	Original Budget		Actuals	FUNDING STATUS:
Bathroom Exhaust Fans	KAHP-Harper Acres	$16,800		$43,823	MTW funds
Transformer Replacement (last one)	KAHP-Harper Acres	$25,000		$16,530	MTW funds
Thermostats (common hallways 14 bldg @$725)	KAHP-Harper Acres	$10,150		$12,200	MTW funds
Sunroom Furniture/Picnic tables	KAHP-Harper Acres	$24,129		$15,327	MTW funds
Unplanned Life/Safety or RA	KAHP-Harper Acres	$10,000			n/a
Doors w/autoclosures	KAHP-Harper Acres	$0		$79,800	MTW funds
Solor Roof Supports	KAHP-Harper Acres	$0		$5,519	MTW funds
Streetscape project from 2017	KAHP-Harper Acres	$0		$52,479	MTW funds
Window project from 2017	KAHP-Harper Acres	$0		$18,009	MTW funds
Water Shut Offs Located In Crawl Spaces	KAHP-Forest View	$14,196			n/a
Drainage/Landscaping Phase 1 (area drains-$33k plus engi	KAHP-Forest View	$50,000		$32,598	MTW funds
Property Sign	KAHP-Forest View	$3,000		$2,237	MTW funds
Cement Stairs *	KAHP-Forest View	$7,056		$14,000	MTW funds
Gutter on Front Stairs*	KAHP-Forest View	$0		$6,800	MTW funds
LED pole heads on existing poles	KAHP-Forest View	$0		$5,400	MTW funds
Solor Project /Heat Pump/Roof project (engineering fees)	KAHP-Forest View	$60,000			2019
Unplanned Life/Safety or RA	KAHP-Forest View	$10,000			n/a
Project: Windows, Stairs, Doors, fees *	KAHP-North & Gilsum	$371,640		$439,053	MTW funds
Asphalt repairs	KAHP-North & Gilsum	$20,000			Hold
Landscaping Phase 1 (need plan)	KAHP-North & Gilsum	$40,000			Hold
lights in crawl spaces	KAHP-North & Gilsum	$4,000			Hold
Public Art	KAHP-North & Gilsum	$10,000			Hold
Unplanned Life/Safety or RA	KAHP-North & Gilsum	$10,000			n/a
Remediation Of Ground Soil monitoring	KAHP-Bennett	$12,000		$17,303	MTW funds
Unplanned Life/Safety	KAHP-Bennett	$10,000			n/a
Stairs (outside porch/front)*	KAHP-West St.	$31,592		$16,000	MTW funds
Shelter Rehab	KAHP-Water St Shelter	$0		$4,648	MTW funds
Asphalt parking lot and sidewalk (Eng fees only)	Riverbend	$0		$16,937	MTW funds
Unit Flooring (vinyl)	KAHP-17-19 Roxbury Ct	$3,800			n/a
Kitchen upgrade (Cabinets, Counters, Oven, Cooktop, Regri	KAHP-17-19 Roxbury Ct	$7,150			n/a
	TOTAL KAHP	$750,513		$808,588	
MTW Funding (ORIGINAL BUDGET)	MTW 2018	$247,950		$247,950	
MTW Funding (ADDITIONAL 2018)				$555,358	
Bank Financing		$325,496		$5,280	
TOTAL KAHP	Cash needed	$177,067		($0)	

Capital Purchases/Renovations details 2018

12/31/2018

Description	Location	Original Budget		Actuals	FUNDING STATUS:
Back Door step	Riverbend Apartments	$3,000			Hold
Shed	Riverbend Apartments	$6,500			Hold
Property Sign	Riverbend Apartments	$3,000		$3,226	CASH on hand
Laundry Room Floor	Evergreen knoll	$3,000			done in 2017
Appliances	Evergreen knoll	$0		$1,290	RD approval
Property Sign	Evergreen knoll	$2,500		$3,710	RD approval
Hot Water Heater	SAV Family	$5,000		$3,912	emergency
Shed	SAV Senior	$6,500			Hold
Fan Assembly for Boilers(2)	SAV Senior	$0		$6,246	emergency
Asphalt Entry repair	SAV Senior	$0		$11,750	Reserves
Reasonable Accommodations (2 @ $4000)	CST	$8,000			n/a
Unplanned	CST	$10,000			n/a
Sheds (18)	Meadow Rd	$0		$9,351	Reserves
Shower replacement	Meadow Rd	$0		$7,746	turnovers
Light Alarm (for notification of boiler down)	Brookbend West	$5,000			Hold
Boiler Room ventilation equipment(7)	Brookbend West	$11,293		$11,293	Reserves
Boiler Room digital displays	Brookbend West	$4,070		$3,842	Reserves
Landscaping around buildings	Brookbend West	$5,000			Hold
Light Alarm (for notification of boiler down)	Brookbend East	$5,000			Hold
Boiler Room ventilation equipment(7)	Brookbend East	$11,293		$11,293	Reserves
Boiler Room digital displays	Brookbend East	$4,070		$4,333	Reserves
Landscaping around buildings	Brookbend East	$5,000			Hold
Vehicles	Locals	$35,000		$24,615	CASH on hand
Skid Steer	Locals	$50,000		$39,581	CASH on hand
Server for Agency	Locals	$21,403		$21,538	CASH on hand
Exterior Basement Doors (2)	MAHC-SAV office	$4,000			Hold
Hallway Carpet in main office	MAHC-SAV office	$30,000			n/a
Roof Replacement	MAHC-SAV office	$0		$12,362	Unplanned
Landscaping/Trees	Ashbrook	$4,000		$30,000	Approval from Board
Exterior Doors (3)	Emerald	$9,000		$7,349	Approval from Board
Stone Wall/Retaining Wall	Fairweather Lodge	$1,000			Hold
Heating System upgrade	Fairweather Lodge	$0		$6,328	Approval from Board
Total capital purchases/renovations	**Total (excluding KAHP)**	**$252,629**		**$213,437**	

Capital Purchases/Renovations details 2018

12/31/2018

Description	Location	Original Budget		Actuals	FUNDING STATUS:
Major Renovation Projects					
105 Castle Street New Development Planning	KAHP-Harper Acres			**$2,401**	planning 2020 project
Rehabilitation Planning	KAHP-Bennett Block			**$7,524**	planning 2020 project
Rehabilitation Planning	CST	$5,600,000		$456,164	Paid by MAHC
Heat Pump project	Forestview	$425,000		$0	planning 2019 project

Keene Housing-Active Contracts

Type of Services	Vendor	Original Contract Dates	Current Expiration Date	Renewal Options	2019 ANNUAL Contract Limits	2019 ANNUAL Contract Specific Amounts
Technical Assistance	Edgemere Consulting	01/15/16 - 1/14/17	1/31/2019	remaining renewal options: 0	<$50,000.00	
Security Services	Hunter North	04/01/18 - 03/31/19	3/31/2019	remaining renewal options: 4 (2020, 2021, 2022, 2023)		
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	
Janitorial	Jan-Pro Cleaning Systems	06/26/17- 06/22/18	6/23/2019	remaining renewal options: 3 (2020, 2021, 2022)		$44,268
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
Voucher Management Software	Tracker Systems	07/01/17- 06/30/18	6/30/2019	remaining renewal options: 0 (renewed annually)		$9,276
Document Management Software	PiF Technology	08/31/17 - 08/31/18	8/31/2019	remaining renewal options: 0 (renewed annually)		$7,170
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
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	

Keene Housing-Active Contracts

Type of Services	Vendor	Original Contract Dates	Current Expiration Date	Renewal Options	2019 ANNUAL Contract Limits	2019 ANNUAL Contract Specific Amounts
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
Environmental Services	LE-Environmental	12/07/16 - 12/06/17	12/7/2019	remaining renewal options: 3 (2019, 2020, 2021)	<$50,000.00	
Graphic Design	Silver Direct	02/01/19 - 1/31/20	1/31/2020	remaining renewal options: 4 (2021, 2022, 2023, 2024)	< $15,000.00	
Energy Consulting Services	Nova Consulting Group	02/01/15 - 01/31/16	1/31/2020	remaining renewal options: 1 (one year 2020)	<$50,000.00	
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
Document Management Software	De Lage Landen Financing	08/31/2017 - 08/31/2021	8/31/2021	remaining renewal options: 0		$7,500

FEBRUARY 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 CST Garden Meeting	2
3	4 SAVS Bingo	5 CST Craft Group & Game Night	6	7 CST Bingo	8 CST Garden Meeting	9
10 Harper Acres Crochet Night	11 2/11- 2/15 Otis Atwell Audit SAVS Bingo CST Cooking Group	12 CST Game Night SAVS Book Club	13 SAVS Craft Group CST Coloring Group	14 CST Bingo	15 Harper Acres Card Game	16
17	18 Office Closed Presidents' Day SAVS Bingo	19 Quarterly Staff Training CST Card Making & Game Night	20 Harper Acres Craft Group	21 Board of Commissioners Meeting CST Bingo	22 CST Garden Meeting	23
24 Harper Acres Crochet Night	25 SAVS Bingo	26 CST Game Night	27 SAVS Card Making	28 CST Bingo		

Keene Housing

MARCH 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 CST Garden Meeting	2
3	4 SAVS Bingo	5	6	7 NHHFA Management Review CST CST Bingo	8 CST Garden Meeting	9
10	11 3/11– 3/15 Otis Atwell Audit SAVS Bingo	12	13	14 CST Bingo	15 CST Garden Meeting	16
17	18 SAVS Bingo	19	20	21 Board of Commissioners Meeting CST Bingo	22 CST Garden Meeting	23
24	25 SAVS Bingo	26	27	28 CST Bingo	29 CST Garden Meeting	30
31						

Keene Housing