Keene Housing

Keene Housing
Board of Commissioners Meeting
November 21, 2019

Solar Ribbon Cutting at Harper Acres

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

Keene Housing

Board of Commissioners Meeting
Thursday, November 21, 2019
Table of Contents

Agenda……..1

October 24, 2019 Board Meeting Minutes……..2

Approval of 2020 Board of Commissioners Meeting Schedule……5

Approval of Foster Youth to Independence Initiative Memorandum of Understanding……7

Approval of Bad Debt Write Offs for 2019 For Brookbend East Project……22

Informational Memo: Draft Operating Budget Fiscal Year 2020……24

Informational Memo: Draft Capital Planning Budget Fiscal Year 2020……29

Housing Management Report……32

Finance Report……42

Active Contract List……47

Keene Housing Calendar of Events……49

Keene Housing

BOARD OF COMMISSIONERS MEETING
THURSDAY, NOVEMBER 21, 2019
12:00 P.M.
FOREST VIEW FAMILY ACTIVITY CENTER
5 HARMONY LANE, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the October 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. Approval of 2020 Board of Commissioners Meeting Schedule (Resolution No. 648)

b. Approval of Foster Youth to Independence Initiative Memorandum of Understanding (Resolution No. 649)

c. Approval of Bad Debt Write Offs for 2019 For Brookbend East Project (Resolution No. 650)

d. Informational Memo: Draft Operating Budget Fiscal Year 2020

e. Informational Memo: Draft Capital Planning Budget Fiscal Year 2020

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, October 24, 2019

Chairperson Mack called the Keene Housing Board of Commissioners meeting to order at 12:02 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
- Chris Coates, Commissioner
- Jen Marsh, Commissioner
- Pam Slack, Commissioner

Also in attendance:
- Joshua Meehan, Secretary
- Linda Griffin, Director of Finance
- Denise Pratt, Director of Programs and Services
- Sandy Clark, Director of Facilities and Assets
- Marie Poole, Director of Housing
- Amy Crocker, Property Manager

MINUTES:

Chairperson Mack called for approval of the September 19, 2019 Board of Commissioners meeting minutes. Vice Chairperson Moses made a motion to approve the minutes. Commissioner Coates seconded the motion, which upon being put to vote, the minutes passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Secretary Meehan stated he attended a meeting in Washington D.C. with industry leader organizations to discuss the future of Accreditation and possible funding. He will continue to update the Commissioners regarding the future of Accreditation.

Secretary Meehan stated a Continuing Resolution was passed to extend government funding through December 2019. The budget looks favorable and Keene Housing expects funding similar to last year's funding.

Keene Housing and ReVision Energy are hosting a Solar Ribbon Cutting at 3:00 p.m. on Tuesday, October 29th. Secretary Meehan invited the Commissioners to attend the ceremony at Harper Acres to celebrate Keene Housing's solar energy transition. A shuttle will provide transportation to Forest View to view the energy work at the property.

Secretary Meehan recently met Frank Melanson from Eversource and learned about funding available to support energy efficiency projects of New Hampshire businesses. Keene Housing may be eligible for reimbursement of $426,000 for the Forest View solar and heat pump project and other energy projects underway or planned in the future. Keene Housing is submitting required documentation and should know more soon.

Secretary Meehan stated Ms. Griffin is working on the draft budget for Fiscal Year 2020 which will be presented at the November Board meeting. Keene Housing plans to apply for Community Development Block Grant (CDBG) funding for a rehabilitation project at Bennett Block. In addition, Keene Housing received a loan commitment for the Bennett Block project from Keene Downtown Housing Corporation (KDHC) in the amount of $150,000.

MANAGEMENT REPORT:

Ms. Poole reviewed the management report and commented on the vacancies.

FINANCE REPORT:

Ms. Griffin reviewed the consolidated financial operations and variances to budget for Keene Housing owned and managed properties.

NEW BUSINESS:

Resolution No. 646 – Approval of House Rules/Occupancy Rules Handbook

The Keene Housing Board of Commissioners approves and adopts the revised House Rules/Occupancy Rules Handbook; and further authorize the Executive Director to make any technical corrections necessary pursuant to the memorandum dated October 3, 2019 from Marie Poole, Director of Housing to Joshua R. Meehan, Executive Director. Commissioner Slack moved the motion to approve the resolution. Commissioner Coates seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 647 – Approval of Executive Director Travel

The Keene Housing Board of Commissioners authorizes the Executive Director to travel to Phoenix, Arizona for the 2020 Public Housing Authorities Directors Association (PHADA) Commissioners' Conference, which runs from January 5, 2020 – January 8, 2020, pursuant to the October 10, 2019 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director. Commissioner Slack moved the motion to approve the resolution. Commissioner Marsh seconded the motion, which upon being put to vote, was passed unanimously.

Review of Annual Conflict of Interest Statements

The Keene Housing Board of Commissioners reviewed the Annual Conflict of Interest Statements. Vice Chairperson Moses disclosed a potential conflict as being a building contractor who may bid on future projects. Chairperson Mack disclosed a possible conflict as an employee of Southwest Region Planning Commission who administers Keene Housing's Community Development Block Grant (CDBG) funds on behalf of Cheshire County. The Board acknowledged the potential conflicts and will ask Vice Chairperson Moses and Chairperson Mack to recuse themselves during any discussions related to the conflict.

OLD BUSINESS:

No topics were presented.

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 Marsh seconded the motion, which upon being put to vote, was passed unanimously. There being no further business, Vice Chairperson Moses adjourned the Board meeting at 1:15 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

10/31/19
Date

Keene Housing

Resolution No. 648

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

   Approval of 2020 Board of Commissioners Meeting Schedule

2. Date of Board Meeting: November 21, 2019

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners adopts the 2020 meeting schedule pursuant to the November 4, 2019 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: 10/30/19

6. Statement of availability of funds by Finance Manager

   Funds Budgeted and Available Yes ☐ No ☐ Source _____

   Account # _____

   Director of Finance Approval Signature _____ Date: _____

7. Executive Director Approval Signature _____ Date: 10/30/19

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Amy Wright, Director of Administration
Subject: 2020 Board of Commissioners Meeting Schedule
Date: November 4, 2019

This memorandum recommends a schedule for the Keene Housing Board of Commissioners' regular meetings for calendar year 2020. The meetings are scheduled for the third Thursday of each month (or the fourth when there are five Thursdays in a month). Please note, the December Board meeting is scheduled early due to Christmas Eve.

This meeting schedule provides staff, residents, participants and members of the community significant notice of the Board's meeting schedule. Residents will be notified when the Board meetings are held at their property and encouraged to attend.

As outlined in the bylaws, the Annual Meeting is scheduled for the fourth Thursday in May at 5:30 p.m.

RECOMMENDATION

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

Resolution:

That the Keene Housing Board of Commissioners adopts the following schedule for its 2019 meetings pursuant to the November 27, 2018 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director:

Thursday, January 23rd, 12:00 PM at Keene Housing's Central Office
Thursday, February 20th, 12:00 PM at Harper Acres Mill Building
Thursday, March 19th, 12:00 PM at Central Square Terrace
Thursday, April 23rd, 12:00 PM at Stone Arch Village Senior
Thursday, May 21st, 5:30 PM Annual Meeting at Keene Housing's Central Office
Thursday, June 18th, 12:00 PM at Forest View Family Activity Center
Thursday, July 23rd, 12:00 PM at North & Gilsum Family Activity Center
Thursday, August 20th, 12:00 PM at Harper Acres Mill Building
Thursday, September 17th, 12:00 PM at Central Square Terrace
Thursday, October 22nd, 12:00 PM at Stone Arch Village Senior
Thursday, November 19th, 12:00 PM at Keene Housing's Central Office
Thursday, December 17th, 12:00 PM at Forest View Family Activity Center

Keene Housing

Resolution No. 649

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

   Approval of Foster Youth to Independence Initiative Memorandum of Understanding

2. Date of Board Meeting: November 21, 2019

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners approve the Foster Youth to Independence Initiative Memorandum of Understanding (MOU) between Keene Housing, the Department of Health and Human Services Division for Children, Youth and Families (DCYF), and the Balance of State Continuum of Care pursuant to the November 2, 2019 memorandum from Denise Pratt, Director of Housing 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: 11-7-19

6. Statement of availability of funds by Finance Manager

   Funds Budgeted and Available Yes ☐ No ☐ Source _____

   Account # _____

   Director of Finance Approval Signature _____ Date: _____

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

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Denise Pratt, Director of Housing and Services
Subject: Foster Youth to Independence Initiative Memorandum of Understanding
Date: November 2, 2019

This memorandum recommends that the Board of Commissioners resolve to approve the Foster Youth to Independence Initiative Memorandum of Understanding (MOU) between Keene Housing, the Department of Health and Human Services Division for Children, Youth and Families (DCYF), and the Balance of State Continuum of Care.

BACKGROUND

In July 2019 the Department of Housing and Urban Development (HUD) published Notice PIH 2019-20 (HA) announcing The Foster Youth to Independence (FYI) Tenant Protection Vouchers (TPV) Initiative. The TPVs provide eligible youth ages 18-24 with housing assistance for a term up to thirty-six (36) months, after which the voucher expires.

Eligible foster youth are certified by a public child welfare agency (PCWA) to meet the following conditions:

1. Has attained at least 18 years and not more than 24 years of age;
2. Left foster care, or will leave foster care within ninety (90) days, in accordance with a transition plan; and
3. Is homeless or is at risk of becoming homeless.

The FYI initiative is a new federal housing assistance opportunity to prevent and end youth homelessness. The FYI TPVs address gaps in the availability of Family Unification Program (FUP) funding and increase housing options for youth with a current or prior history of child welfare involvement that are homeless or at risk of becoming homeless. Providing housing assistance to youth aging out of foster care has been an area of interest to KH for some time, and the FYI TPV program provides us an opportunity to help these particularly vulnerable young adults. Therefore, if the Board agrees, KH will pursue twenty-five (25) FYI TPVs beginning in 2020.

STATEMENT OF NEED

According to the Casey Family Foundation, nine hundred (900) New Hampshire children entered foster care in 2017. DCYF reports fifty (50) youth ages 17+ residing in Cheshire, Sullivan, and Hillsborough Counties will be aging out of foster care in the next 12-15 months.

ELIGIBILITY

Public Housing Authorities (PHA) applying for FTY TPVs must;

- Currently administer a Housing Choice Voucher Program;
- Enter into a partnership agreement with a PCWA;
- Does not currently administer FUP;

- Accept FUP-eligible youth referrals;
- Determine eligibility; and
- Update the administrative plan with applicable program regulations and requirements, if needed.

Further, HUD strongly encourages involvement of the local continuum of care (CoC) or the Balance of State continuum of care (BOSCoC). The partnership agreement must be in the form of an MOU or letters of intent between the parties.

All partners must provide some degree of required supportive services for participating youth to assist the youth in achieving self-sufficiency. The PCWA is responsible to offer youth services in the areas of basic life skills, compliance with lease requirements, provide assurances to owners as are reasonable and necessary to assist a FYI TPV-eligible youth to rent a unit with a voucher, job preparation, and education and career advancement counseling.

For our part, KH will, in addition to the application for assistance requirements listed previously, provide:

- Development Grants, subject to the availability of federal funding, for eligible expenses to help offset costs associated with attaining self-sufficiency goals; and
- Provide housing search assistance; and
- Help identify affordable housing in Cheshire, Sullivan, and Hillsborough Counties; and
- Assist youth with landlord lease negotiations, referrals for security deposit assistance, and provide referrals to other agencies that assist with housing search.

Post lease-up counseling will be available to support FYI youth with lease compliance, landlord-tenant mediation, referrals to legal and other services as needed, and provide budgeting and credit management resources.

PROCESS

DCYF will send referrals directly to Keene Housing with a certification that youth referred to KH for a FYI TPV meet the requirements of one of the two target groups prioritized by DCYF. KH then determines eligibility for FYI TPV assistance, and if eligible, issues a FYI TPV to the eligible youth.

When KH receives at least one (1) referral from DCYF, an application will be submitted to HUD for FYI TPVs. KH may continue to submit applications for FYI TPVs up to the annual cap of twenty-five (25) FYI TPVs. There is no minimum request size.

HUD will accept requests for FYI TPV assistance on a rolling basis subject to available funding, the FYI TPV Notice remains in effect, and HUD continues to have authority to make TPVs available.

RECOMMENDATION

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

Resolution: That the Keene Housing Board of Commissioners, resolve to approve the Foster Youth to Independence Initiative Memorandum of Understanding (MOU) between Keene Housing, the Department of Health and Human Services Division for Children, Youth and Families (DCYF), and the Balance of State Continuum of Care.

MEMORANDUM OF UNDERSTANDING – FOSTER YOUTH TO INDEPENDENCE INITIATIVE

This Memorandum of Understanding (MOU) will be in effect only if Foster Youth to Independence Tenant Protection Vouchers (FYI TPV) are awarded from the Department of Housing and Urban Development and will then be in effect only until all youth assisted by the FYI TPVs are no longer participating in the program.

This MOU may be terminated by any party at any time by giving 30-days prior written notice to the other parties. This MOU may be amended upon written approval at any time.

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION FOR CHILDREN, YOUTH AND FAMILIES (DCYF)
129 Pleasant Street, Concord, NH 03301

BALANCE OF STATE CONTINUUM OF CARE (BOSCoC)
129 Pleasant Street, Concord, NH 03301

KEENE HOUSING
831 Court St.
Keene, NH 03431

WHEREAS, Keene Housing, DCYF, BOSCoC, recognize that access to safe, affordable housing is a significant challenge for youth transitioning out of foster care and for many families whose children are placed in out-of-home care by the state, and

WHEREAS, Keene Housing and DCYF are committed to administering the Foster Youth to Independence TVP Program (FYI TVP) in Cheshire County, Sullivan County and Hillsborough County and

WHEREAS, BOSCoC, are committed to cooperating with and assisting KH and DCYF by integrating the prioritization and referral process for FYI-eligible youth into their coordinated entry process, and

WHEREAS, KH and DCYF recognize the effectiveness of providing safe, affordable housing to assist youth transitioning out of foster care, in preventing the imminent placement of children in out-of-home, and in reunifying families with children in out-of-home care, and

WHEREAS, KH and DCYF desire to provide access to additional Housing Choice Vouchers (HCV) to further these mutual goals, and

WHEREAS, KH is applying to the U. S. Department of Housing and Urban Development (HUD) for up to twenty-five (25) FYI vouchers annually subject to the availability of federal funding, and

WHEREAS, KH , DCYF, and BOSCoC, have identified staff positions to serve as their lead FYI liaisons (see Exhibit A – Lead FYI Liaisons), and

WHEREAS, KH and DCYF agree to cooperate with HUD, provide requested data to HUD or HUD-approved contractor delegated the responsibility of program evaluation, and follow all evaluation

protocols established by HUD or HUD-approved contractor, including possible random assignment procedures, and

WHEREAS, KH and DCYF agree to define persons eligible for a FYI voucher as follows:

- **FYI-Eligible Youth** is defined as a youth that DCYF has certified to be at least 18 years old, and not more than 24 years of age, and who has left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act, and is homeless or is at risk of becoming homeless at age 16 or older.

And,

WHEREAS, KH, DCYF, and BOSCoC will all provide housing search assistance for FYI youth including, providing participants with a current list of other organizations that can help youth find units in low-poverty census tracts, assisting with unit viewings, rent negotiations with landlords, providing lists of affordable housing, identifying available units, referring participants to available units, and financial assistance with security and utility deposits. See specific assistance provided under each agency's responsibilities below, and

WHEREAS, DCYF agrees that all of the following services will be provided up until age 23 to FYI-eligible youth (until age 23 or 26 and in college) receiving rental assistance through the use of a FYI voucher:

1. Basic life skills information/counseling on money management, use of credit, housekeeping, proper nutrition/meal preparation; and access to health care (e.g., doctors, medication, and mental and behavioral health services).

2. Counseling on compliance with rental lease requirements and with HCV program participant requirements, including assistance/referrals for assistance on security deposits, utility hook-up fees, and utility deposits.

3. Providing such assurances to owners of rental property as are reasonable and necessary to assist a FYI-eligible youth to rent a unit with a FYI voucher.

4. Job preparation and attainment counseling (where to look/how to apply, dress, grooming, and relationships with supervisory personnel, etc.).

5. Educational and career advancement counseling regarding attainment of general equivalency diploma (GED); attendance/financing of education at a technical school, trade school or college; including successful work ethic and attitude models.

And,

WHEREAS, DCYF and BOSCoC, agree to provide financial resources to assist FYI-eligible youth to lease-up with a FYI TPV voucher as described in their responsibilities below, and

WHEREAS, KH, DCYF, and BOSCoC will provide post-move counseling to include budget counseling, credit counseling, periodic check-ins, subsequent move counseling, tenant education,

landlord-tenant mediation, and independent living skills training as described in their responsibilities below, and

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the parties hereto agree to each of the conditions and responsibilities outlined in this agreement as follows:

KH Responsibilities:

To be eligible, the Public Housing Authority must meet all requirements described below:

1. Currently administers the Housing Choice Voucher (HCV) Program.
2. Does not currently administer the Family Unification Program (FUP).
3. Has partnered with a public child welfare agency (PCWA).
4. Accept FUP-eligible youth referrals.
5. Determine eligibility of youth referred by the PCWA.
6. Amend the administrative plan, if needed.

Commit sufficient staff resources to:

1. Accept youths certified by the DCYF as eligible for the FYI.
2. Accept HCV applications from FYI-eligible youth.
3. Upon receipt of the DCYF list of youths currently in the DCYF caseload, compare the names with those of youths already on KH's HCV waiting list.
4. Determine if youths age 18 through 24 referred by the DCYF are eligible for HCV assistance.
5. Amend the administrative plan in accordance with applicable program regulations and requirements, if needed.
6. Administer the FYI vouchers in accordance with applicable program regulations and requirements.
7. Provide Development Grants for eligible expenses to help offset costs associated with attaining household goals. The amount of Development Grant funds available is determined annually, based upon available funding. Examples of Development Grants include help with tuition, textbooks, childcare, or car repair.
8. Provide FYI families and youth with housing search assistance, including providing low-poverty area maps (if applicable), education on the benefits of living in a low-poverty area (if applicable), a directory of affordable housing, assistance negotiating rent with landlords,

referrals for security deposit assistance, and referrals to other agencies that assist with housing search.

9. Provide post-move counseling and support to FYI youth, including education regarding their responsibilities as a tenant, subsequent move counseling, landlord-tenant mediation, referral to legal and other services as needed, and budget and credit management counseling.

10. Comply with the provisions of this MOU.

11. Upon notification that vouchers have been awarded, train DCYF staff on KH's HCV procedures including the referral process and certification of FYI-eligibility form and the Resident Self-Reliance Program requirements.

12. Conduct regular meetings (at least quarterly) with DCYF and the BOS.

DCYF Responsibilities:

The public child welfare agency (PCWA) must meet the following requirements:

1. Identify FUP-eligible youth.

2. Must have a system of prioritization for FUP-eligible youth.

3. Must provide written certification to the PHA that a youth is FUP-eligible.

4. Must provide or secure a commitment for the provision of required supportive services.

Commit sufficient staff resources to:

1. Establish and implement a system to identify, prioritize, and refer FYI-eligible youths within the agency's caseload and to review referrals from KH and the BOSCoC in a timely manner. This will include a process to ensure that DCYF's active caseload is reviewed at least once a month when FYI vouchers are available.

2. Provide referrals to KH and BOSCoC

3. Screen youth aging out of DCYF care and those receiving DCYF Aftercare Services for FYI need and eligibility and with referrals being made to KH by the Adolescent Program Administrator.

4. Establish and implement a system to identify and refer FYI-eligible youth not currently within the agency's caseload but eligible for DCYF Aftercare Services in cooperation with the BOSCoCs and by using the BOSCoC By Name List of all people in their Homeless Management Information System for a cross-reference. Identified FYI-eligible youth will also be eligible for BOSCoC services as described under the CoC responsibilities below.

5. Provide written certification to KH and the BOSCoC that a a youth qualifies as a FYI-eligible youth, based upon the criteria established in Section 8(x) of the United States Housing Act of

1937, and the Family Unification Program Notice of Funding Availability for Fiscal Years 2017 and 2018.

Provide case management and case planning support to FYI families in concert with their network of providers (see Exhibit C – DCYF Community-Based Service Providers).

6. Basic life skills information/counseling on money management, use of credit, housekeeping, proper nutrition/meal preparation; and access to health care (e.g., doctors, medication, and mental and behavioral health services).

7. Counseling on compliance with rental lease requirements and with HCV program participant requirements, including assistance/referrals for assistance on security deposits, utility hook-up fees, and utility deposits.

8. Providing such assurances to owners of rental property as are reasonable and necessary to assist a FYI-eligible youth to rent a unit with a FYI voucher.

9. Job preparation and attainment counseling (where to look/how to apply, dress, grooming, and relationships with supervisory personnel, etc.).

10. Educational and career advancement counseling regarding attainment of general equivalency diploma (GED); attendance/financing of education at a technical school, trade school or college; including successful work ethic and attitude models.

11. Provide housing search assistance including helping the youth search for available apartments online, connecting them with landlords known to rent to young people and taking them to view apartments, and referrals to other agencies that can assist with housing search. DCYF will also provide financial assistance to youth eligible for Aftercare Services that are homeless or soon to be homeless that can be used for security and utility deposits, first/last months' rent and other housing related costs.

12. Comply with the provisions of this MOU.

13. Upon notification that vouchers have been awarded, train KH and BOSCoC staff on the DCYF's referral procedures.

14. Conduct regular meetings (at least quarterly) with KH and the BOSCoC.

BOSCoC Responsibilities:

The BOSCoC must:

1. Integrate the prioritization and referral process for FUP-eligible youth into the BOSCoC's coordinated entry process.

2. Identify services, if any, to be provided using BOSCoC program funds to youth who qualify for CoC program assistance.

3. Make referrals of FUP-eligible youth to the PCWA.

Commit sufficient staff resources to:

1. Integrate the prioritization and referral process for FYI-eligible youth into the BOSCoC coordinated entry process.

2. When KH has FYI vouchers available, the BOSCoC will filter the By Name List of all people in their Homeless Management Information System by demographics and refer likely FYI eligible youth to DCYF for eligibility certification.

3. Provide the following Housing Search Assistance for FYI-eligible youth who are otherwise eligible for BOSCoC-funded services either directly or through community-based providers (see Exhibit D – BOSCoC Community-Based Providers):

    - Housing search and counseling services to assist eligible program participants to locate, obtain, and retain suitable housing including: tenant counseling; assisting individuals and families to understand leases; securing utilities; and making moving arrangements.

    - Assistance with moving costs. Reasonable one-time moving costs are eligible and include truck rental and hiring a moving company.

    - Mediation with property owners and landlords on behalf of eligible program participants.

    - Credit counseling, accessing a free personal credit report, and resolving personal credit issues.

    - The payment of rental application fees.

    - The one-time payment of utility deposit fees.

    - Legal services for advice and representation in matters that interfere with the homeless individual or youth's ability to obtain and retain housing, including: matters pertaining to child support; guardianship; paternity; emancipation; legal separation; orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking; appeal of veterans and public benefit claim denials; landlord tenant disputes; and the resolution of outstanding criminal warrants.

    - The cost of public transportation and staff to accompany or assist program participants to use public transportation, and one-time car repairs.

4. Provide the following services to FYI-eligible youth who are otherwise eligible for these BOSCOC-funded services either directly or through community-based providers (see Exhibit D – BOSCoC Community-Based Providers):

    - Case management, including: counseling; developing, securing, and coordinating services; using the centralized or coordinated assessment system; obtaining federal,

State, and local benefits; monitoring and evaluating program participant progress; providing information and referrals to other providers; providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, and stalking; and developing an individualized housing and service plan, including planning a path to permanent housing stability.

- Childcare, including providing childcare vouchers, **for children from a youth's family experiencing homelessness**, including providing meals and snacks, and comprehensive and coordinated developmental activities.

- Education services, including instruction or training in consumer education, health education, substance abuse prevention, literacy, English as a Second Language, and General Educational Development (GED).

- Employment assistance and job training, including: learning skills that can be used to secure and retain a job, including the acquisition of vocational licenses and/or certificates;

- Assisting individuals in securing employment including: employment screening, assessment, or testing; structured job skills and job-seeking skills; special training and tutoring, including literacy training and pre-vocational training; books and instructional material; counseling or job coaching; and referral to community resources.

- Life skills training for critical life management skills such as budgeting and money management, household management, conflict management, shopping for food and other needed items, nutrition, the use of public transportation, and parent training.

- Mental health services provided by licensed professionals including crisis interventions; counseling; individual, family, or group therapy sessions; the prescription of psychotropic medications or explanations about the use and management of medications; and combinations of therapeutic approaches to address multiple problems.

- Outpatient health services provided by licensed medical professionals including: providing an analysis or assessment of an individual's health problems and the development of a treatment plan; assisting individuals to understand their health needs; providing directly or assisting individuals to obtain and utilize appropriate medical treatment; preventive medical care and health maintenance services, including in-home health services and emergency medical services; provision of appropriate medication; providing follow-up services; and preventive and non-cosmetic dental care.

- Outreach services for the purpose of providing immediate support and intervention, as well as identifying potential program participants.

- Substance abuse treatment services, including intake and assessment, outpatient treatment, group and individual counseling, and drug testing.

- Transportation, including public transportation to and from medical care, employment, childcare, or other services. If public transportation options are not sufficient within the area, a one-time payment for reasonable car repairs or maintenance required to for a personal vehicle to be operational.
- Utility deposits that are a one-time fee, paid to utility companies.

5. Participate in regular meetings conducted by KH and DCYF (at least quarterly).
6. Comply with the provisions of the MOU.

TERM: The terms of this agreement will be in effect from the effective date of any FY 2019 – 2020 FYI vouchers awarded by HUD to KH until those vouchers are no longer available to be used for the targeted population.

IN WITNESS WHEREOF, the parties hereunto set their hands and seals on the date noted above.

KEENE HOUSING

_____ BY: _____
Witness Joshua Meehan
Executive Director

NEW HAMPSHIRE DEPARTMENT OF HEALTH AND HUMAN SERVICES, DIVISION OF CHILDREN, YOUTH, AND FAMILIES

_____ BY: _____
Witness Joseph E. Ribsam, Jr.
Director

BALANCE OF STATE CONTINUUM OF CARE

_____ BY: _____
Witness Melissa Hatfield
Co-Chair and

Collaborative Applicant Authorized Representative

EXHIBIT A – LEAD FYI LIAISONS

Lead FYI Liaisons:

KEENE HOUSING

Denise Pratt, Director of Housing and Services

DIVISION FOR CHILDREN, YOUTH AND FAMILIES (DCYF) staff position:

Rob Rodler, Administrator-Adolescent Program

BALANCE OF STATE CONTINUUM OF CARE (BOSCoC) staff position:

Nicole Robbins, COC System Administrator

Responsibilities of the FYI liaison

FYI liaisons will be the primary contact person for each agency for all matters related to the FYI Program. They will collaborate with the other FYI contacts to identify, refer, and assist FYI-eligible families and youth to move into safe, affordable housing with a FYI voucher in a timely manner and remain successfully housed.

Coordinated Support Services. A variety of agencies are used to provide support services such as, transportation; remedial, GED/HiSet, high school and post-secondary education; career exploration and training, job development and placement; financial fitness skills; and others as needed. Currently New Hampshire Housing works with:

- 2-1-1 connects participants with various resources available throughout the state.
- Vocational Rehabilitation provides employment assessments, job search assistance, and on the job support to participants with a disability returning to work.
- NH Employment Security provides tools and support for job search.
- Workforce Innovation and Opportunity Act provides employment and training services for eligible adults and dislocated workers.
- WorkReadyNH assists participants with training and education.
- Workplace Success assists TANF recipients to move from welfare to work.

EXHIBIT B – DCYF COMMUNITY-BASED SERVICE PROVIDERS

Below is a list of DCYF community-based service providers who offer community-based services that address the service provision described under the DCYF responsibilities.

Ascentria Community Services

Chase Home for Children

Child and Families Services

Easter Seals New Hampshire

Home Base Collaborative Family Counseling

Independent Services Network

Lifeshare Management Group LLC

Mount Prospect Academy

Neurodevelopmental Institute of NH

NFI North

Seacoast Youth Services

Spaulding Youth Center

Youth Villages Inc.

Children Unlimited Inc.

Nashua Children's Home

Orion Group

Pine Haven Boys Center

Norcross Circle Associates

Youth Education Employment Services Inc.

EXHIBIT C – BOCoC COMMUNITY-BASED PROVIDERS

Below is a list of community-based service providers who offer services that provide the services described under the BOCoC responsibilities.

Catholic Charities

Cheshire Smiles

Child and Family Services

Community Kitchen

Easter Seals of NH

Home Healthcare, Hospice and Community Services

Keene Community Education

MAPS Counseling Services

Monadnock Area Peer Support

Monadnock Center for Violence Prevention

Monadnock Family Services

Monadnock Substance Abuse Services

NH Coalition Against Domestic and Sexual Violence

Partnership for Successful Living

Planned Parenthood of Northern New England

RUCK-UP Veterans Services

Saint James Church

Salvation Army – Keene

Southwestern Community Services

St. Vincent De Paul

The River Center

United Way

Keene Housing

Resolution No. 650

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item: Bad Debt – write offs for 2019 for Brookbend East project for fiscal year ending 10/31/2019

2. Date of Board Meeting: 11/21/2019

3. Proposed Board Resolution:

That the Keene Housing Board of Commissioners, authorizes the Finance Department to write-off tenant old accounts receivable for $6,198.65 as uncollectible bad debt for the fiscal year ending October 31, 2019 pursuant to the November 5, 2019 memorandum from Linda Griffin, Finance Director 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 _____ Date: _____

6. Statement of availability of funds by Finance Manager

Funds Budgeted and Available Yes [X] No Source _____

Account # _____

Finance Manager Approval Signature _____ Date: 11/5/2019

7. Executive Director Approval Signature _____ Date: 11/6/19

Keene Housing

MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Linda Griffin, Finance Director
Subject: Bad Debt - write offs for 2019 for Brookbend East
Date: November 5, 2019

This memorandum recommends that Keene Housing Board of Commissioners authorizes the Finance Department to write-off tenants' old accounts receivable for Brookbend East for approximately $6,198.65 for the fiscal year ending October 31, 2019.

The Finance Department and the Housing Department have completed a review of the inactive tenants' accounts and have identified accounts that are deemed uncollectible and are to be written off to bad debt. These accounts consist of damages, late fees and work order charges for tenants that have moved out and have no payment plan setup. All of these accounts will be sent to a collection agency for further collection efforts. During 2019, there was $385.00 collected from previous bad debt write offs.

Summary of write-off per property are as follows:

PROPERTIES	2018 WRITE OFF	2019 WRITE OFF	Damages	Fees	Rent
Brookbend East	$1,664.69	$6,198.65	$5,613.51	$323.14	$262.00

RECOMMENDATION

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

Resolution:

That the Keene Housing Board of Commissioners, authorizes the Finance Department to write-off tenant's old accounts receivable for Brookbend East for approximately $6,198.65 as uncollectible bad debt for the fiscal year ending October 31, 2019 pursuant to the November 5, 2019 memorandum from Linda Griffin, Finance Director to Joshua R. Meehan, Executive Director.

Keene Housing

INFORMATIONAL MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Linda Griffin, Finance Director
Subject: DRAFT Operating Budget FY 2020
Date: November 14, 2019

This memorandum provides a draft consolidated financial operations summary of the 2020 budget compared to the 2019 projected actuals for Keene Housing (inclusive of properties owned by KH, its affiliates and managed properties). The intent of this draft budget is to provide explanations for assumptions used in the budget for the Board of Commissioners to discuss at their November meeting. A final budget proposal will be presented to the Commissioners for their adoption at the December 2019 meeting.

Attached are two financial reports 1) consolidated operating income statement comparing the projected actual 2019 revenues and expenses to the proposed 2020 by category of revenues and expenses 2) income statements for individual property/program budgets for 2020.

SUMMARY

The net income (before depreciation):
2020 Budget = $1,590k
2019 Projected = $1,635k

Revenues:
2020 Operating Budget has increased by $447k (2.9%) compared to 2019 projection.

Expenses:
2020 Operating Budget has increased by $473k (3.5%) compared to 2019 projection.

Below is a narrative of significant changes from 2019 (projected actuals) to the proposed 2020 budget.

REVENUE changes

The Rents/Subsidy revenue budget has increased from 2019 by $78k or .6%. This revenue line item has four components.

- The HUD voucher funding. It is assumed that Congress will fund the voucher programs in 2020 at the current 2019 level. The Non Elderly Disabled (NED) and Mainstream voucher programs are re-benchmarked using prior year actuals each year in January.
- KH received 19 additional vouchers for a new Mainstream program in 2019. These new vouchers are time consuming to get fully leased. It is estimated that 6 will be utilized in 2019. It is expected these remaining vouchers will be leased in 2020, however this program will be under funded since HUD will re-benchmark based on 2019 utilization. Currently, there are enough cash reserves in this program to offset the underfunding in 2020.
- The KH voucher payment standard (VPS) that pays landlords (including many of the KH owned/managed properties) is not increasing in 2020.
- The portion of rent paid by the resident. The assumption is that those rents will stay at current levels.

The Commercial Rents received are expected to decrease by $27k or 10%. The assumption includes two storefront vacancies will remain at CST, and Bennett Block has a commercial space that is being left vacant while plans for redeveloping the property in 2021 move ahead.

The Administrative Fee income is earned by administering HUD voucher programs (Section 8/MTW, Non-Elderly Disabled (NED) and Mainstream programs). KH's MTW/Section 8 Housing Choice Voucher program funding is calculated under the terms of the MTW Agreement and the Administration Fee is embedded in the Housing Assistant Payment funding. The advantage of the embedded Administration Fee is that it will protect KH from likely additional pro-ration of the Administration Fee funding. The 2020 budget internally allocates 13% of the Section 8 funding for the admin budget.

HUD determines the admin fee earned for the NED and Mainstream programs and it is assumed to be pro-rated at 79% for 2020 which is the same as 2019. Both these programs' Administration Fees are pro-rated at the same rate as other, non-MTW PHAs. Further, both these programs may have a short-fall in funding in 2020 due to pro-ration by HUD for the admin fee. The programs have cash on hand of $104k and $140k, respectively, so the assumption is that this cash balance will be used to offset any deficit in 2020.

Other Income budget is expected to decrease by $16k or 4.1%, which is related to the CDBG loan forgiveness allowance for Meadow Rd., Riverbend and Cottage St. Roxbury Street Shelter is expected to be sold in 2020 so there is a reduction in forgiveness. We are also assuming that the Family Self Sufficiency (FSS) grant is level funded.

The Development Fee budget for 2020, assumes MAHC receives the remaining installments for the CST earned Development Fee.

Management Fee revenue budget has remained unchanged from 2019 projection. Fee Revenue is earned by KH (Locals) and are paid by the property/units managed.

Partnership/Incentive Fee budget is assumed to be similar to 2019. These fees are a source of income for KH (Locals) as the Managing General Partner in our Low Income Housing Tax Credit developments. The 2020 budget is assuming income of $200k in Fee Revenue coming from four properties: Stone Arch Village Family and Senior and Brookbend West and East that generally have surplus cash at year end. In 2019, there was $252k received by KH (Locals).

The Budget for vacancy loss (a reduction in revenue) is difficult to predict. The CST project has a budget of $144k and KAHP has a budget of $30k for 2020 while in the planning/rehabilitation phase. Other properties are assumed to have similar vacancy loss as the prior year, although a concerted effort will be made to reduce vacancy losses and legal expenses at the Brookbends.

EXPENSE changes

Administrative expense budget has increased by $31k or 2.1% from the 2019 projection. The increase is related to a planned enterprise software upgrade in the voucher program.

The Employee Payroll/Fringe expense budget has increased by $183k or 6.7% from the 2019 projection. The increase is related to modest annual increases for employee salaries and mid-year increases in renewing benefits, in addition to an additional pay period during 2020 that equals 3.2%.

The overall Utilities budget for 2020 is decreasing from the 2019 projection by $55k or 4.8%, assuming there are energy savings from Heat Pump projects at Forestview and CST in 2019.

Maintenance budget has increased by $25k or 2.8%. There is a reduction of $40k in budget related to the elimination of Security services in 2020. Flooring expense is increasing by $29k due to aging floors. Waste Disposal budget is increasing by $11k due to inflation. Lawncare expense increasing in 2020 by $12k related to additional services. Miscellaneous Equipment/Appliances (expensing smaller items under $2k), is increasing by $12k for 2020.

Property Tax budget has increased by $17k or 2.8%. Assuming a 2% increase across most of the properties. Many properties have a "Payment in Lieu of Taxation" (PILOT) agreement or are eligible for the alternative 'Low Income Housing Tax Credit' tax calculation method based on 10% of revenues.

Property/Liability Insurance budget decreased by $18k or 5%. KH made a change in our insurance agent during 2019 and many of the insurance renewal premiums have decreased.

Interest expense budget has increased by $261k or 67.6%. This increase is entirely related to the new CST entity, during 2019 there was no interest expense since the property was in rehabilitation. The new entity has a construction loan with no interest payments until May 2020 when the permanent loan principal/interest payments begin.

HAP expense budget has remained the same.

The Tenant Programs (youth programming, development grants, rent credits, resident activities, community gardens) budget has increased by $16k or 8.4%. The budget 2020 is the same as the budget 2019 but the appearance of an increase in budget is the result of spending less then Budget 2019 for Development grants (awarded to tenants in the Resident Self-Reliance program). There is no change to the payments being made to Keene Housing Kids Collaborative by properties (KAHP, Brookbends, Meadow Road, SAV Family).

Partnership/Incentive Fee budget has remained at the 2019 level. The fees are calculated and paid out to KH and Limited Partners as a distribution of surplus cash at year end. The properties: Stone Arch Village Family and Senior along with Brookbend West and East have had these pay outs in the past years.

The MTW transfers are funds used towards non-Housing Assistant Payment eligible MTW expenses and are estimated to be $865k for the 2020 budget which is the same as 2019. The use of these funds will be to provide funding to Keene Housing Kids Collaborative and capital improvements as detailed in the Capital Planning Budget.

Ashbrook Apartment, Emerald Street House and Fairweather Lodge, are properties managed by KH but are owned by Cheshire Housing Opportunities (CHO)/Monadnock Housing Opportunities (MHO). The CHO/MHO board will be meeting in November to approve these budgets.

KEENE HOUSING - CONSOLIDATED BUDGET 2020

	Totals 2019 Projection	Totals 2020 Budget	(decr)/Incr from 2019 projection to 2020 budget		NOTES:
INCOME					
Rents, Tenants/Subsidy	$13,645,223	**$13,723,501**	0.6%	$78,278	The Budget 2020 assumes same as the 2019 MTW Approved Funds from HUD. Increased the MS program by 19 new vouchers. The HUD funding will adjust in 2020 and is expected to be under funded.
Rents, Commercial	$264,863	**$238,060**	-10.1%	($26,803)	Assuming slight rent increases fromm 2019 but there are two vacancies at CST that will remain vacant for 2020.
Admin Fee Income	$930,856	**$935,632**	0.5%	$4,776	The Admin Income received for voucher programs are expected to increase slightly.
Other Income	$400,090	**$383,741**	-4.1%	($16,349)	There are four properties that have CDBG loans forgiveness each year by 5% and treated as income. Roxbury Shelter is expected to be sold in 2020 and there will be a reduction of that CDBG loans forgiveness.
Development Fees	$100,000	**$400,000**	300.0%	$300,000	Development fees related to CST expected to be received by MAHC.
Management Fee Earned	$576,496	**$576,024**	-0.1%	($471)	Assuming same as 2019 fees.
Misc Tenant Income	$41,631	**$41,640**	0.0%	$9	Assuming same as 2019 fees.
LESS: Vacancy Loss	$340,458	**$232,458**	-31.7%	($108,000)	CST will continue to experience vacancies in the start of 2020 due to Rehab but much less than 2019. Bennett Block will have some vacancies closer to rehab.
TOTAL OPERATING INCOME	**$15,618,700**	**$16,066,141**	**2.9%**	**$447,440**	
Partnership Fees	$252,789	**$200,000**	-20.9%	($52,789)	estimated incentive fees : SAV F, SAV S, BBE, BBW, EK, RB. Based on projected net income for 2019.
MTW transfers	$0	**$31,079**	0.0%	$31,079	
TOTAL INCOME	**$15,871,490**	**$16,297,219**	**2.7%**	**$425,730**	

	Totals 2019 Projection	Totals 2020 Budget	(decr)/Incr from 2019 projection to 2020 budget		NOTES:
EXPENSES					
Administrative	$1,502,562	**$1,533,412**	2.1%	$30,849	The software line item has a one time increased related to an upgrade in the voucher program software $70k.
Payroll and Fringe	$2,738,751	**$2,922,210**	6.7%	$183,459	Assumes annual increases in payroll and benefit costs increase at renewal mid year. There is an additional pay period in 2020 by 3.2%.
Utilities	$1,149,111	**$1,094,274**	-4.8%	($54,838)	Budget assumption are based on actuals from the past 12 months. Assumed rates increase by 2%.. Reductions related to heat pump projects: FV by $36k and CST by $22k.
Maintenance	$899,982	**$925,270**	2.8%	$25,287	Assumes slight inceases in cost of services.
Misc Equipment (not captial)	$56,840	**$69,600**	22.4%	$12,760	Minor repairs/small purchases, requests being made by Maint/Property Managers.
Property Taxes	$622,382	**$639,967**	2.8%	$17,584	Assumes a 2% increase in all taxes.
Property/Liability Insurance	$358,473	**$340,673**	-5.0%	($17,800)	Assumes a reduction of 5% increase in all premiums.
Interest Expense	$386,567	**$647,765**	67.6%	$261,198	The new CST loans for are estimated to by $280k starting 4/1 /2020. No interest was paid in 2019 during rehab.
HAP disbursements	$5,426,207	**$5,424,595**	0.0%	($1,612)	Based on estimated HAP disbursement for 2019.
Tenant Programs	$197,501	**$214,024**	8.4%	$16,523	Budget 2020 assumes same as Budget 2019, however the Development Grants funded have been less than budgets for past few years.
TOTAL OPERATING EXPENSES	**$13,338,377**	**$13,811,789**	**3.5%**	**$473,412**	
Partnership Fees	$30,328	**$30,328**	0.0%	$0	estimated investor fees : SAV F, SAV S, BBE, BBW, EK, RB. Based on projected net income for 2018.
MTW transfers	$867,679	**$865,347**	-0.3%	($2,333)	Transfer of the MTW to KAHP for capital improvements, Resident programs and KHKC.
TOTAL EXPENSES	**$14,236,384**	**$14,707,463**	**3.3%**	**$471,079**	
NET INCOME	**$1,635,106**	**$1,589,756**			

before depreciation

Keene Housing 2020 Operating Budget - by Property

			PROGRAMS					PROPERTIES									MANAGED PROPERTIES				
Account Number	Totals 2019 Projection	Totals 2020 budget	Locals	MAHC	MTW-Section 8	Mainstream Voucher	Non-Elderly/ Disb	KAHP	Meadow Road	CST	Evergreen Knoll	Riverbend	Stone Arch Family	Stone Arch Senior	Brook Bend East	Brook Bend West	Cottage Street	Emerald Street	Fairweather Lodge	Ashbrook Apt	Roxbury St Shelter
INCOME																					
Rents Tenants	$13,645,223	$13,723,501	$0	$0	$5,063,759	$403,920	$811,982	$2,697,917	$257,150	$1,271,650	$459,876	$320,307	$332,805	$360,986	$711,840	$610,884	$39,888	$104,867	$31,812	$243,860	$0
Rental, Commercial	$264,863	$238,060	$0	$123,000	$0	$0	$0	$52,022	$0	$48,164	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$14,874
MTW transfers	$0	$31,079	$0	$0	$0	$14,113	$16,966	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Admin Fee Income - HUD	$930,856	$935,632	$0	$0	$768,247	$63,424	$103,962	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Other Income /Grants	$400,090	$383,741	$44,350	$6,198	$139,915	$0	$0	$140,496	$13,050	$0	$651	$24,503	$665	$5,920	$0	$0	$6,765	$0	$12	$1,216	$0
Development Fee Income	$100,000	$400,000	$0	$400,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Management Fee Earned	$576,496	$576,024	$576,024	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Incentive Management Fee	$252,789	$200,000	$200,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Misc Tenant Income	$41,631	$41,640	$0	$0	$0	$0	$0	$14,500	$0	$9,200	$2,754	$1,705	$3,817	$3,208	$2,500	$3,084	$50	$0	$0	$822	$0
LESS: Vacancy Loss	$340,458	$232,458	$0	$0	$0	$0	$0	$30,000	$8,000	$144,000	$4,800	$0	$0	$0	$20,280	$18,000	$0	$6,488	$0	$890	$0
TOTAL INCOME	**$15,871,490**	**$16,297,219**	**$820,374**	**$529,198**	**$5,971,920**	**$481,457**	**$932,910**	**$2,874,935**	**$262,200**	**$1,185,014**	**$458,481**	**$346,515**	**$337,287**	**$370,114**	**$694,060**	**$595,968**	**$46,703**	**$98,379**	**$31,824**	**$245,008**	**$14,874**
EXPENSES																					
Administrative Exp	$1,502,562	$1,533,412	$164,271	$63,702	$307,580	$15,436	$35,049	$398,362	$35,144	$117,559	$50,586	$41,897	$46,945	$57,009	$68,316	$66,938	$5,677	$16,571	$8,911	$32,793	$667
Salaries and Fringe	$2,738,751	$2,922,210	$477,673	$3,037	$596,969	$62,974	$92,401	$813,635	$38,501	$225,700	$140,920	$73,296	$62,807	$64,108	$114,704	$104,448	$2,563	$9,874	$1,715	$36,884	$0
Utilities	$1,149,111	$1,094,274	$0	$18,010	$0	$0	$0	$514,980	$25,260	$164,115	$73,730	$33,877	$44,268	$55,140	$51,796	$50,574	$9,076	$15,149	$7,796	$23,982	$6,521
Maintenance Expenses	$956,822	$994,870	$10,105	$31,046	$0	$0	$0	$397,821	$47,792	$33,231	$59,652	$82,388	$46,865	$72,770	$84,380	$61,866	$10,319	$6,461	$4,053	$44,085	$2,035
Property Taxes	$622,382	$639,967	$0	$38,207	$0	$0	$0	$64,663	$23,892	$229,351	$47,061	$31,412	$30,214	$35,728	$65,865	$55,502	$3,968	$6,100	$804	$7,200	$0
Insurance Expense	$358,473	$340,673	$23,957	$4,743	$2,112	$0	$0	$123,133	$23,363	$61,002	$9,651	$7,187	$10,230	$11,744	$18,529	$19,629	$3,240	$4,673	$3,881	$10,999	$2,600
Interest Expense	$386,567	$647,765	$0	$17,457	$0	$0	$0	$186,671	$6,409	$279,692	$35,756	$11,537	$3,895	$15,472	$26,332	$23,001	$0	$4,842	$0	$36,598	$103
MTW transfers	$867,679	$865,347	$0	$0	$865,347	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Gains on Sale of Property	$1,659	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
HAPS Disbursed	$5,426,207	$5,424,595	$0	$0	$4,143,412	$475,723	$805,460	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Tenant Programs	$197,501	$214,024	$27,650	$0	$55,500	$0	$0	$100,709	$7,480	$2,200	$2,275	$1,850	$9,740	$3,095	$1,463	$1,462	$0	$0	$0	$600	$0
Incentive Management Fee	$30,328	$30,328	$0	$0	$0	$0	$0	$0	$0	$0	$2,421	$0	$8,039	$2,031	$9,424	$8,413	$0	$0	$0	$0	$0
TOTAL EXPENSES	**$14,238,043**	**$14,707,463**	**$703,655**	**$176,202**	**$5,970,920**	**$554,134**	**$932,910**	**$2,599,974**	**$207,840**	**$1,112,849**	**$422,051**	**$283,444**	**$263,004**	**$317,097**	**$440,810**	**$391,833**	**$34,843**	**$63,670**	**$27,160**	**$193,141**	**$11,925**
NET INCOME Before depreciation	**$1,633,447**	**$1,589,756**	**$116,719**	**$352,996**	**$1,000**	**($72,677)**	**$0**	**$274,960**	**$54,360**	**$72,165**	**$36,430**	**$63,071**	**$74,283**	**$53,016**	**$253,250**	**$204,135**	**$11,860**	**$34,709**	**$4,664**	**$51,866**	**$2,949**

Keene Housing

INFORMATIONAL MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Linda Griffin, Finance Director
Cc: Sandy Clark, Director of Facilities and Assets
Subject: DRAFT Capital Planning Budget FY 2020
Date: November 14, 2019

This memorandum provides a draft 2020 capital budget for Keene Housing (inclusive of properties owned by KH, its affiliates and managed properties). The intent of this draft budget is to provide a summary of capital improvement work that is proposed for 2020. Attached is the listing of capital improvements by property and a cashflow projection for the Board of Commissioners to discuss at their November meeting. A final budget proposal will be presented to the Commissioners for their adoption at the December 2019 meeting

In summary, the 2020 draft capital improvement budget totals $1,472,900, compared to $1,582,703 in 2019. The detailed items on the attached reports were produced by reviewing the current property Capital Needs Assessment with the Director of Facilities and Assets, the Director of Housing and the Executive Director. Most of the items for 2020 have been recently quoted and when available current estimates are used in the proposed budget.

Part one is the KAHP portfolio, totaling $1,299,300: Harper Acres, Forestview, North & Gilsum, Bennett Block, scattered sites and Meadow Rd have a list of capital improvements proposed for 2020. A summary of the funding sources are as follows:

- It is estimated that there will be $787k of MTW funds available from 2020 operations which can be used towards these capital improvements.
- It is estimated that there will be $23k from KAHP's cash on hand to be used.
- The KAHP replacement reserve account will not be used and the estimated balance will be $933k at the year end of 2020.
- There is a possibility that a rebate from Eversource for the North & Gilsum Heat Pump project will be granted. If a rebate is received, then KAHP's cash needs will be reduced and a portion of the MTW funding would be available for other projects in 2020.

Part two is the non-KAHP properties, totaling $173,600: Evergreen Knoll, Stone Arch Village Family and Senior, Brookbend East and West along with Riverbend all have budget requests to fund items from their replacement reserve account that have been identified for replacement in the current Capital Needs Assessment.

No significant capital improvements are scheduled at CST, which will still be under construction until summer of 2020.

Keene Housing (Locals) has one maintenance vehicle on the list for capital purchases for $30k (net of trade in) and some funds for a Public Art project. These expenditures will be funded from cash on hand.

There are four properties (Cottage St, Ashbrook Apt., Emerald St. and Fairweather Lodge) that are managed and not owned by KH. These properties have capital items that will be approved by their own board.

2020 Capital Purchases/Renovations details

Description	Location	Priority 1	Priority 2		SOURCES	FUNDING STATUS:
Unplanned Life/Safety or RA	KAHP-Harper Acres	$10,000			internal	MTW funding
Brick work and Wood Trim (Mill Building)	KAHP-Harper Acres	$40,000			C.N.A.	MTW funding
Brick work (10 bldg @$4000)	KAHP-Harper Acres	$40,000			C.N.A.	MTW funding
Front Door (109 Asheulot St)	KAHP-Harper Acres	$4,500			quote	MTW funding
Tubs (5 units at $4000)	KAHP-Harper Acres		$20,000		C.N.A.	MTW funding
Metal Soffits (Replace With Pvc around property)	KAHP-Harper Acres		$14,000		C.N.A.	MTW funding
Ousdie Lights -poles only (30 at $1000)	KAHP-Harper Acres		$30,000		C.N.A.	MTW funding
Canopies "doghouses"	KAHP-Harper Acres		$16,000		C.N.A.	MTW funding
Water Shut Offs Located In Crawl Spaces	KAHP-Forest View	$14,196			C.N.A.	MTW funding
Unplanned Life/Safety or RA	KAHP-Forest View	$10,000			Internal	MTW funding
Front Steps with Railings	KAHP-Forest View		$45,000		C.N.A.	MTW funding
Water Spiget for outside water	KAHP-Forest View	$3,600			quote	MTW funding
Water Spiget for outside water	KAHP-North & Gilsum	$3,600			quote	MTW funding
Heat Pump project	KAHP-North & Gilsum	$629,854			Internal	MTW funding or Eversource REBATE but not confirmed
Unplanned Life/Safety or RA	KAHP-North & Gilsum	$10,000			Internal	MTW funding
Remediation Of Ground Soil plus report to DES	KAHP-Bennett Block	$10,300			C.N.A.	MTW funding
Unplanned Life/Safety or RA	KAHP-Scattered Sites	$10,000			Internal	MTW funding
Kitchen upgrade 3 (Cabinets, Counters, Oven, Cooktop, Re	KAHP-17-19 Roxbury Ct	$17,150			C.N.A.	MTW funding
Thermal pane windows(# @ $500)	KAHP-17-19 Roxbury Ct	$70,000			Internal	MTW funding
Windows (6 attic louvers)	KAHP-17-19 Roxbury Ct	$7,000			quote	MTW funding
Windows/Siding,wood trim w/basement vents	KAHP-Water St 309	$100,000			C.N.A.	MTW funding
Windows/Siding/Front & Back Doors/ Overhangs	KAHP-Damon Ct	$100,000			C.N.A.	MTW funding
Windows (2 attic)	KAHP-Damon Ct	$4,000			quote	MTW funding
Front/Back Doors (18x2 @$1400)	Meadow rd	$50,400			C.N.A.	MTW funding
Boiler Room Doors (9 @ $1400)	Meadow rd	$12,600			C.N.A.	MTW funding
Bathroom Fan/Light (18 @ $350)	Meadow rd	$6,300			C.N.A.	MTW funding
Bathroom Shower Value (16 @ $300)	Meadow rd	$4,800			C.N.A.	MTW funding
Bathroom Sink and Kitchen Sink Value (18x2 @ $250)	Meadow rd	$9,000			C.N.A.	MTW funding
New Bathrooms (2 @ $3500)	Meadow rd	$7,000			C.N.A.	MTW funding
	TOTAL Keene Housing	**$1,174,300**	**$1,299,300**			
LESS FUNDING:						
MTW Funding expected in 2019		$787,000	$787,000			
KAHP Cash on hand, MTW Block Grant		$0	$23,000			
Eversource Rebate (from FV heat pump project 2019)		$400,000	$400,000			
Eversource Rebate (anticipated from MR door project)		$0	$69,300			
Eversource Rebate (anticipated from Scattered Site improvement project)		$0	$20,000			
	Remaining funds	**$12,700**	**$0**			
Back door steps	Riverbend Apartments	$3,000			C.N.A.	Reserves or Cash
Pavilion	Riverbend Apartments	$3,000			internal-quote	Reserves or Cash
Septic Aerator Pump	Evergreen Knoll	$16,000			C.N.A.	Reserves or Cash
Light Alarm (for notification of boiler down)	SAV Family	$5,000			C.N.A.	Reserves or Cash
Exterior Front Doors (25@$2500)	SAV Family	$50,000			C.N.A.	Reserves or Cash
Ventilation laundry room	SAV Family	$2,000			C.N.A.	Reserves or Cash
Shutter Replacement	SAV Senior	$25,600			C.N.A.	Reserves or Cash
Flooring - vinyl tile	SAV Senior	$15,000			C.N.A.	Reserves or Cash
Light Alarm (for notification of boiler down)	Brookbend West	$5,000			C.N.A.	Reserves or Cash
Light Alarm (for notification of boiler down)	Brookbend East	$5,000			C.N.A.	Reserves or Cash
Vehicles	Locals	$30,000			C.N.A.	Reserves or Cash
Public Art	Locals	$10,000			C.N.A.	Reserves or Cash
Exterior Basement Doors (1)	MAHC-SAV office	$4,000			C.N.A.	Reserves or Cash
	Sub TOTAL	**$173,600**	**$173,600**			
TOTAL CAPITAL purchases/renovations	**GRAND TOTAL**	**$1,347,900**	**$1,472,900**			

2020 CASHFLOW PROJECTION

	Totals	Locals	MAHC	MTW- Block Grant	MTW- Section 8	Main stream Voucher	Non-Elderly/Disb	KAHP	Meadow Road	CST	Evergreen Knoll	Riverbend	Stone Arch Family	Stone Arch Senior	Brook Bend East	Brook Bend West	Cottage Street	Emerald Street	Fair weather Lodge	Ashbrook Apt
Replacement Reserves Balance																				
Beginning Balance 1/2020	**$1,878,896**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$850,374**	**$57,841**	**$0**	**$187,454**	**$93,622**	**$75,936**	**$137,180**	**$196,113**	**$111,596**	**$14,104**	**$53,861**	**$7,383**	**$93,433**
Deposit to Reserves 2020	$211,256	$0	$0	$0	$0	$0	$0	$83,374	$3,144	$0	$30,804	$14,650	$10,898	$15,237	$23,437	$12,752	$2,400	$3,960	$2,100	$8,500
Withdrawls from Reserves 2020	($123,600)	$0	$0	$0	$0	$0	$0	$0	$0	$0	($16,000)	$0	($57,000)	($40,600)	($5,000)	($5,000)	$0	$0	$0	$0
Ending Balance 12/2020	**$1,966,552**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$933,748**	**$60,985**	**$0**	**$202,258**	**$108,272**	**$29,834**	**$111,817**	**$214,550**	**$119,348**	**$16,504**	**$57,821**	**$9,483**	**$101,933**
Cash Balance																				
Beginning Balance 1/2020	**$4,848,047**	**$1,812,738**	**$261,591**	**$1,094,293**	**$87,255**	**$135,567**	**$116,595**	**$225,561**	**$29,211**	**$211,683**	**$75,374**	**$104,971**	**$147,496**	**$53,497**	**$266,067**	**$192,817**	**$4,360**	**$7,743**	**$4,000**	**$17,228**
INCOMING CASH:																				
Operating Surplus/(Deficit) 2020	$1,575,745	$114,719	$352,996	$0	$0	($72,677)	$0	$272,760	$53,360	$72,086	$35,430	$62,071	$73,283	$52,016	$251,250	$202,135	$11,860	$34,709	$4,664	$52,134
Cash from Reserves	$123,600	$0	$0	$0	$0	$0	$0	$0	$0	$0	$16,000	$0	$57,000	$40,600	$5,000	$5,000	$0	$0	$0	$0
Other transfer of funds	$494,300	$0	$0	$0	$0	$0	$0	$425,000	$69,300	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Pre-development Expenses Reimbursed	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
MTW funding 2020 for NON-HAP	$865,347	$0	$0	$0	$865,347	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
MTW transfers for Cap Impr & KHKC	**$0**	**$0**	**$0**	**$0**	($787,569)	**$0**	**$0**	**$766,769**	**$20,800**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
OUTGOING CASH:																				
CASH outlay 2020(principal)	($485,507)	$0	($21,182)	$0	$0	$0	$0	($263,197)	($34,420)	($51,091)	($24,322)	($12,348)	($4,769)	($9,260)	($6,000)	($5,500)	$0	($19,412)	$0	($32,317)
CASH paid on Investor from Surplus Cash	($394,378)							$0	$0	$0	($2,106)	($52,685)	($97,291)	($20,784)	($123,006)	($98,506)	$0	$0	$0	$0
CASH paid on Loan from Surplus Cash	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Capital Improvements 2020 proposed	**($1,472,900)**	**($40,000)**	**($4,000)**	**$0**	**$0**	**$0**	**$0**	**($1,209,200)**	**($90,100)**	**$0**	**($16,000)**	**($6,000)**	**($57,000)**	**($40,600)**	**($5,000)**	**($5,000)**	**$0**	**$0**	**$0**	**$0**
Cash to Reserves	($206,518)	$0	$0	$0	$0	$0	$0	($83,374)	($3,144)	$0	($30,804)	($14,650)	($10,898)	($15,237)	($20,616)	($10,836)	($2,400)	($3,960)	($2,100)	($8,500)
Ending Balance 12/2020	**$5,361,958**	**$1,887,457**	**$589,405**	**$1,094,293**	**$165,033**	**$62,890**	**$116,595**	**$134,319**	**$45,006**	**$232,677**	**$53,572**	**$81,359**	**$107,822**	**$60,232**	**$367,695**	**$280,110**	**$13,820**	**$34,563**	**$6,564**	**$28,545**

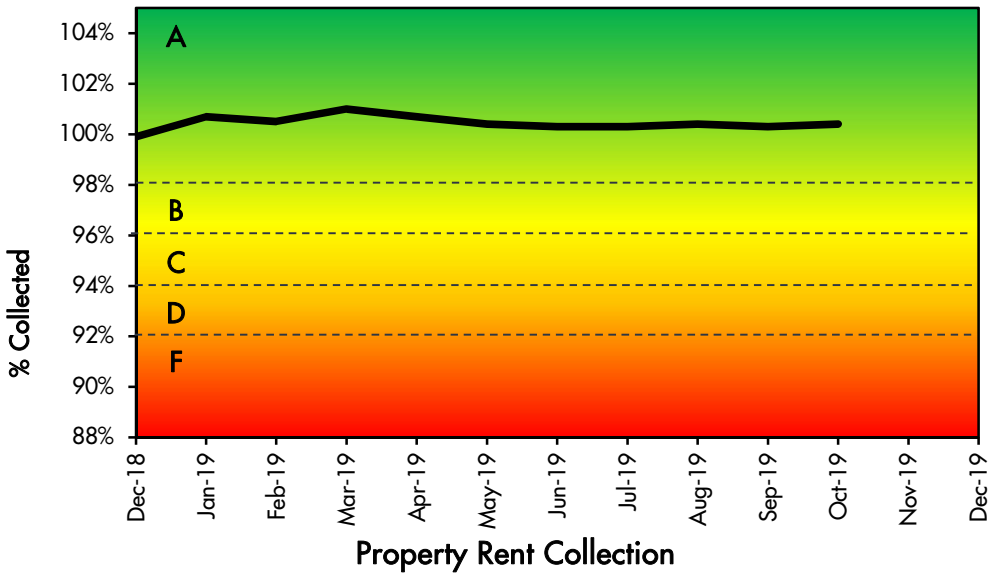
Keene Housing

MANAGEMENT REPORT
OCTOBER 2019

Residential Property Rent Collection Report
October 2019

Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$10,876	$10,876	100.0%	A	$107,113	$107,113	100.0%	A
Bennett Block	$5,555	$6,083	109.5%	A	$43,229	$43,287	100.1%	A
Brookbend East	$15,556	$15,935	102.4%	A	$155,111	$157,719	101.7%	A
Brookbend West	$11,787	$12,388	105.1%	A	$112,463	$116,072	103.2%	A
Central Square Terrace	$18,449	$20,499	111.1%	A	$189,792	$190,491	100.4%	A
Cottage Street	$1,423	$1,435	100.8%	A	$13,869	$13,823	99.7%	A
Evergreen Knoll LP	$13,420	$13,330	99.3%	A	$131,880	$132,498	100.5%	A
Forest View	$20,189	$20,148	99.8%	A	$190,275	$190,541	100.1%	A
Harper Acres	$44,587	$44,624	100.1%	A	$419,250	$419,017	99.9%	A
Meadow Road Apartments	$7,171	$7,250	101.1%	A	$70,220	$70,220	100.0%	A
North and Gilsum	$14,264	$14,029	98.4%	A	$137,690	$137,962	100.2%	A
Riverbend Apartments	$9,791	$9,654	98.6%	A	$87,960	$88,109	100.2%	A
Scattered Sites	$12,128	$12,271	101.2%	A	$110,354	$111,068	100.6%	A
Stone Arch Village Family	$12,420	$12,464	100.4%	A	$113,717	$113,859	100.1%	A
Stone Arch Village Senior	$12,104	$12,097	99.9%	A	$114,509	$114,502	100.0%	A
Totals	**$209,720**	**$213,083**	**101.60%**	**A**	**$1,997,432**	**$2,006,281**	**100.4%**	**A**

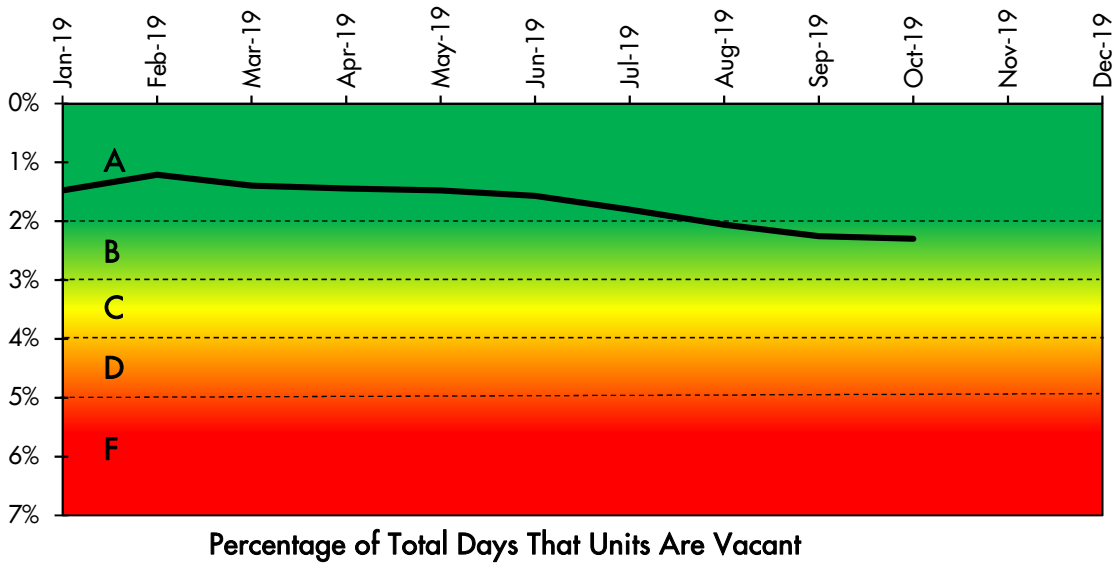
**Active Households Only*



Monthly Vacancy Report

October 2019

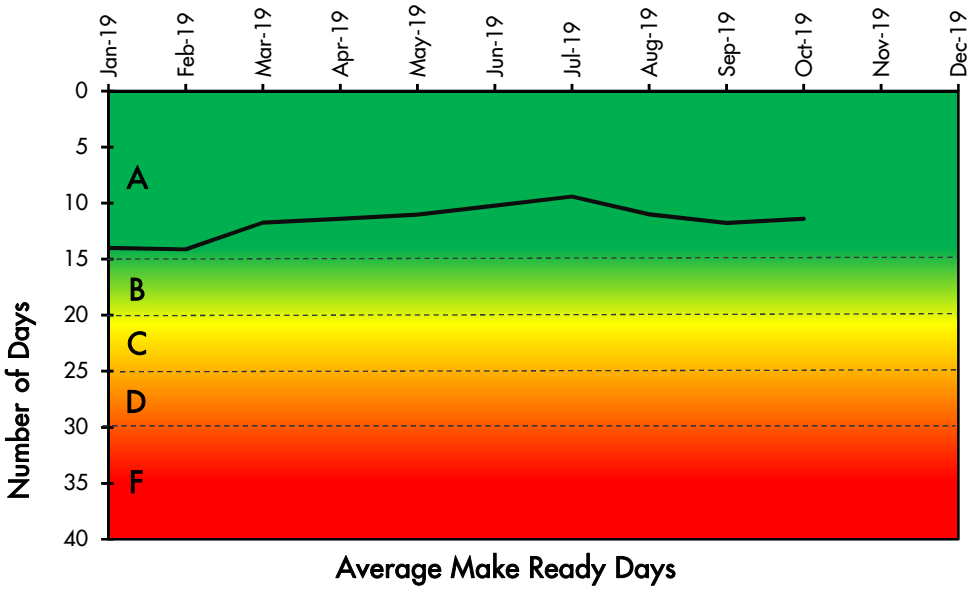
Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	744	0	0.0%	A	0.1%	A
Bennett Block	14	434	31	7.1%	F	8.9%	F
Brookbend East	40	1240	86	6.9%	F	3.6%	C
Brookbend West	35	1085	124	11.4%	F	7.5%	F
Central Square Terrace	90	1959	48	2.5%	B	0.8%	A
Evergreen Knoll LP	32	992	34	3.4%	C	0.7%	A
Forest View	38	1178	0	0.0%	A	1.0%	A
Harper Acres	112	3472	53	1.5%	A	2.3%	B
Meadow Road Apartments	18	558	0	0.0%	A	0.3%	A
North and Gilsum	29	899	6	0.7%	A	2.6%	B
Riverbend Apartments	24	744	24	3.2%	C	3.5%	C
Scattered Sites	18	558	0	0.0%	A	0.6%	A
Stone Arch Village Family	24	744	0	0.0%	A	2.9%	B
Stone Arch Village Senior	33	1023	10	1.0%	A	0.8%	A
Report Totals:	**531**	**15,630**	**416**	**2.7%**	**B**	**2.3%**	**B**



Percentage of Total Days That Units Are Vacant

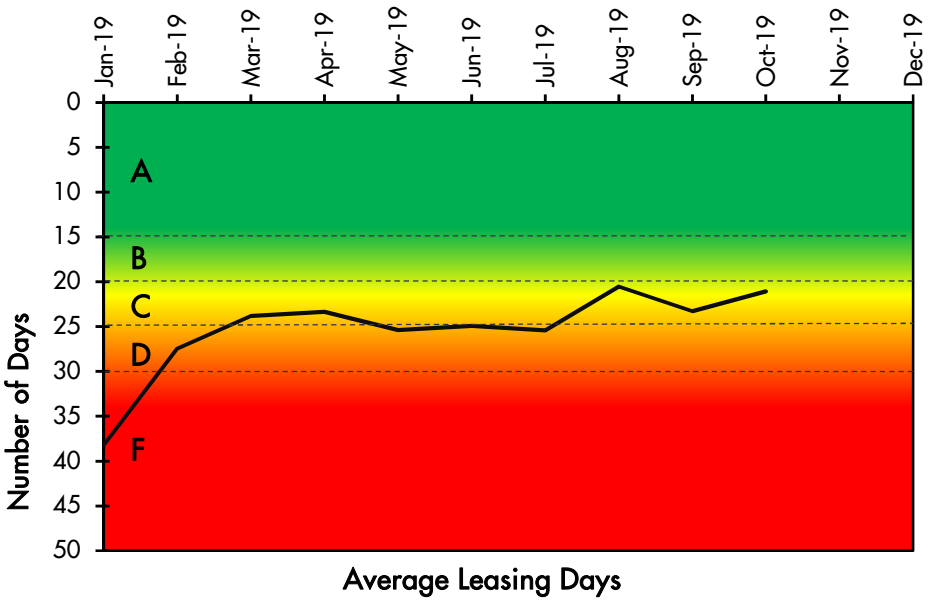
Unit Make Ready Days
October 2019

Community	Number of Units Made Ready	Avg. Make Ready Days	YTD Number of Units Made Ready	YTD Avg. Make Ready Days	YTD Grade
Ash Brook Apartments	0	-	1	11	A
Bennett Block	0	-	5	16	B
Brookbend East	0	-	7	15	B
Brookbend West	0	-	12	12	A
Central Square Terrace	2	2	8	2	A
Evergreen Knoll LP	1	5	3	6	A
Forest View	0	-	4	19	B
Harper Acres	0	-	12	9	A
Meadow Road Apartments	0	-	1	2	A
North and Gilsum	0	-	3	14	A
Riverbend Apartments	0	-	5	16	B
Scattered Sites	0	-	2	9	A
Stone Arch Village Family	0	-	6	16	B
Stone Arch Village Senior	0	-	1	10	A
Report Totals:	**3**	**3**	**70**	**11**	**A**



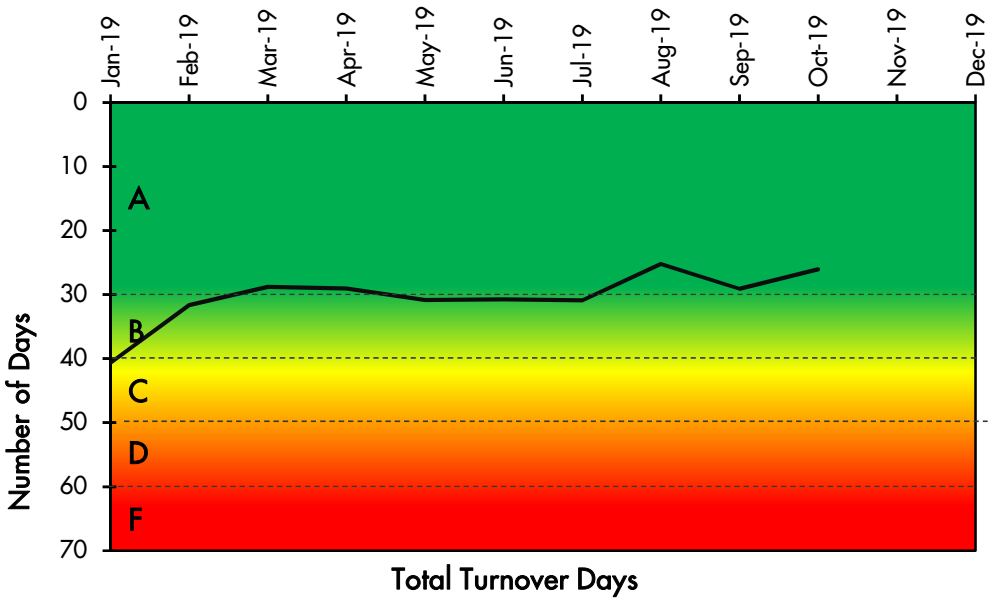
Leasing Days
October 2019

Community	Number of Units Leased	Average Leasing Days	YTD Number of Units Leased	YTD Avg Leasing Days	YTD Grade
Ash Brook Apartments	0	-	1	1	A
Bennett Block	0	-	7	25	D
Brookbend East	1	85	5	44	F
Brookbend West	0	-	9	47	F
Central Square Terrace	23	5	59	5	A
Evergreen Knoll LP	1	8	2	10	A
Forest View	0	-	4	13	A
Harper Acres	3	32	18	44	F
Meadow Road Apartments	0	-	1	1	A
North and Gilsum	1	55	3	65	F
Riverbend Apartments	1	40	5	37	F
Scattered Sites	0	-	2	9	A
Stone Arch Village Family	0	-	6	19	B
Stone Arch Village Senior	1	45	2	53	F
Report Totals:	**31**	**14**	**124**	**21**	**C**



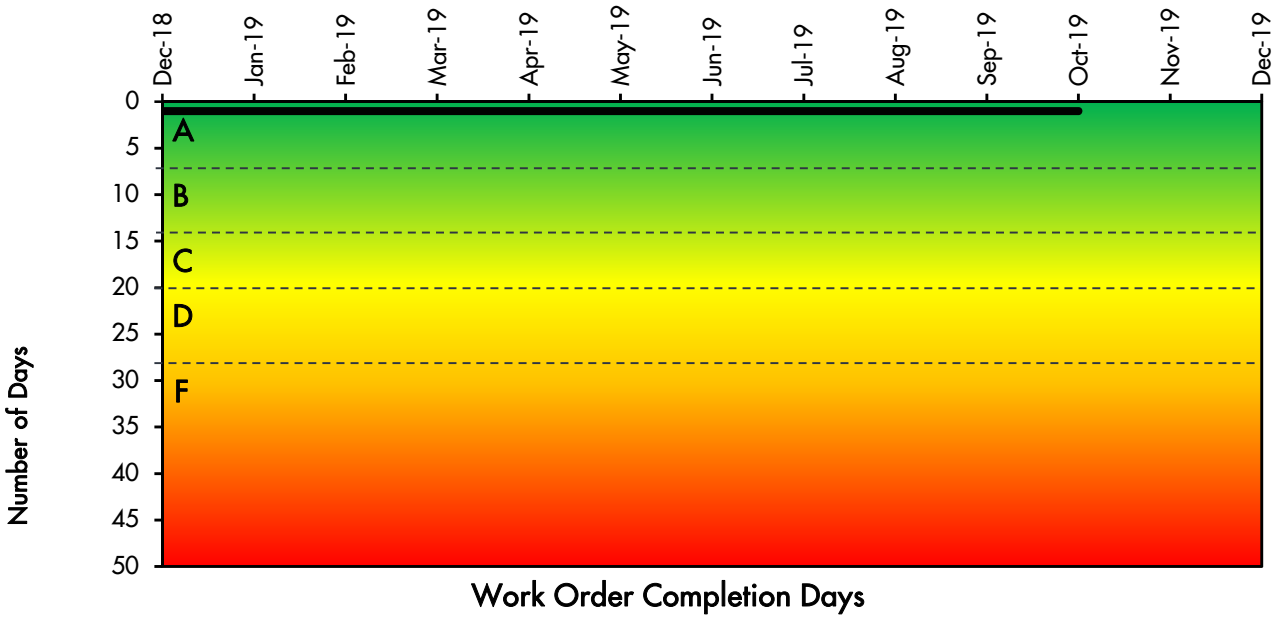
Unit Turnover
October 2019

Community	Number of Units Turned in Month	Average Turnover Days	YTD Number of Units Turned	YTD Avg Turnover Days	YTD Grade
Ash Brook Apartments	0	-	1	11	A
Bennett Block	0	-	7	31	B
Brookbend East	1	102	5	60	D
Brookbend West	0	-	9	57	D
Central Square Terrace	23	5	60	5	A
Evergreen Knoll LP	1	12	2	15	A
Forest View	0	-	4	30	A
Harper Acres	3	43	18	48	C
Meadow Road Apartments	0	-	1	2	A
North and Gilsum	1	64	3	78	F
Riverbend Apartments	1	40	5	52	D
Scattered Sites	0	-	2	17	A
Stone Arch Village Family	0	-	6	34	B
Stone Arch Village Senior	1	54	2	65	F
Report Totals:	**31**	**17**	**125**	**26**	**A**



Residential Property Non-Emergency Work Order Completion Days
October 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	7	1	A
Ash Brook Apartments	10	1	A	87	1	A
Bennett Block	17	1	A	112	1	A
Brookbend East	20	0	A	144	1	A
Brookbend West	9	1	A	126	1	A
Central Square Terrace	101	1	A	454	1	A
Cottage Street	2	1	A	34	1	A
Emerald Street House	1	0	A	49	1	A
Evergreen Knoll LP	21	0	A	114	1	A
Forest View	24	1	A	161	1	A
Harper Acres	117	1	A	508	1	A
Keene Housing Main Office	5	1	A	53	1	A
Meadow Road	7	1	A	62	1	A
North and Gilsum	8	1	A	131	1	A
Riverbend Apartments	7	0	A	85	1	A
Scattered Sites	20	1	A	136	1	A
Stone Arch Village Family	10	1	A	144	1	A
Stone Arch Village Senior	44	1	A	226	1	A
Report Totals:	**424**	**1**	**A**	**2,633**	**1**	**A**



Residential Property Emergency Work Order Completion Days
October 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	$411,513	$349,976	85%	607	$577	106%	575	$5,564	$61,537
March	$411,513	$350,839	85%	609	$576	106%	575	$591	$60,674
April	$443,138	$351,119	79%	599	$586	107%	562	$419	$92,019
May	$419,418	$350,237	84%	594	$590	105%	567	$439	$69,181
June	$419,418	$350,828	84%	596	$589	105%	569	$774	$68,590
July	$419,418	$347,896	83%	595	$585	104%	571	$583	$71,522
August	$419,418	$349,018	83%	590	$592	103%	575	$509	$70,400
September	$419,418	$342,493	82%	583	$587	102%	574	$424	$76,925
October	$419,418	$343,737	82%	588	$585	102%	574	$765	$75,681
November									
December									
Total	$4,194,185	$3,485,241	83%	5967	$584	104%	5,717	$10,538	$708,944

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	$411,513	$343,796	84%	552	$623	96%	575	$5,564	$67,717
March	$411,513	$344,584	84%	553	$623	96%	575	$591	$66,929
April	$443,133	$344,804	78%	550	$627	98%	562	$419	$98,329
May	$419,418	$344,267	82%	550	$626	97%	567	$439	$75,151
June	$419,418	$345,008	82%	550	$627	97%	569	$774	$74,410
July	$419,418	$341,931	82%	549	$623	96%	571	$583	$77,487
August	$419,418	$342,988	82%	548	$626	95%	575	$509	$76,430
September	$419,418	$336,453	80%	540	$623	94%	574	$424	$82,965
October	$419,418	$337,362	80%	541	$624	94%	574	$765	$82,056
November									
December									
Total	$4,194,180	$3,423,501	82%	5483	$624	96%	5,717	$10,538	$770,679

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	$13,655	$13,655	100%	18	$759	100%	18	$0	$0
March	$13,655	$13,655	100%	18	$759	100%	18	$0	$0
April	$13,120	$13,437	102%	18	$747	100%	18	$0	($317)
May	$15,497	$14,241	92%	18	$791	100%	18	$0	$1,256
June	$12,020	$14,241	118%	18	$791	100%	18	$0	($2,221)
July	$13,928	$14,241	102%	18	$791	100%	18	$0	($313)
August	$13,928	$14,241	102%	18	$791	100%	18	$0	($313)
September	$14,526	$14,241	98%	18	$791	100%	18	$0	$285
October	$14,526	$14,241	98%	18	$791	100%	18	$0	$285
November									
December									
Total	$138,510	$139,848	101%	180	$777	100%	180	$0	($1,338)

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	$52,313	$51,539	99%	97	$531	97%	100	$158	$774
March	$52,781	$52,535	100%	97	$542	97%	100	$135	$246
April	$52,981	$50,645	96%	96	$528	96%	100	$133	$2,336
May	$54,554	$51,329	94%	96	$535	96%	100	$45	$3,225
June	$52,686	$52,544	100%	95	$553	95%	100	$316	$142
July	$52,686	$52,835	100%	98	$539	98%	100	$0	($149)
August	$52,686	$50,458	96%	96	$526	96%	100	$0	$2,228
September	$52,356	$50,048	96%	94	$532	94%	100	$88	$2,308
October	$52,356	$50,625	97%	95	$533	95%	100	$0	$1,731
November									
December									
Total	$528,200	$515,359	98%	961	$536	96%	1,000	$1,008	$12,841

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	$28,597	$29,469	103%	51	$578	102%	50	$0	($872)
March	$29,324	$29,188	100%	50	$584	100%	50	$96	$136
April	$29,324	$28,970	99%	50	$579	100%	50	$0	$354
May	$29,324	$28,763	98%	50	$575	100%	50	$0	$561
June	$29,324	$28,256	96%	48	$589	96%	50	$0	$1,068
July	$29,324	$26,806	91%	49	$547	98%	50	$0	$2,518
August	$29,324	$26,791	91%	48	$558	96%	50	$0	$2,533
September	$29,324	$26,652	91%	48	$555	96%	50	$0	$2,672
October	$29,324	$26,879	92%	48	$560	96%	50	$0	$2,445
November									
December									
Total	$291,786	$280,341	96%	493	$569	99%	500	$96	$11,445

2017 Mainstream (MS)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$10,979	$0	0%	0	$0	0%	19	$0	$10,979
February	$10,984	$0	0%	0	$0	0%	19	$0	$10,984
March	$10,984	$0	0%	0	$0	0%	19	$0	$10,984
April	$10,984	$0	0%	0	$0	0%	19	$0	$10,984
May	$10,984	$0	0%	0	$0	0%	19	$0	$10,984
June	$10,984	$297	3%	0	$0	0%	19	$0	$10,687
July	$10,984	$557	5%	1	$557	5%	19	$0	$10,427
August	$10,984	$824	8%	1	$824	5%	19	$0	$10,160
September	$10,984	$2,373	22%	4	$593	21%	19	$0	$8,611
October	$10,984	$4,339	40%	6	$723	32%	19	$0	$6,645
November									
December									
Total	$109,835	$8,390	8%	12	$270	6%	190	$0	$101,445

FY19 utilization targets are 98% in NEDs, 94% in AHPP, 93% in MTW without THASP, 101% with THASP, MS5 98% and 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
OCTOBER 2019

Financial Report – October 31, 2019

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 $3.3m which is a net increase of $2.0m from the budget of $1.3m. No **longer reporting on the old CST property since it has been sold.**

OPERATING REVENUES are $15.6M, a net increase of $2.7M as compared to the budget of $12.9m. The most significant changes are related to:

VARIANCES for Revenue categories (Less)/Higher than Budget		
$25,902	Rents/HAP	The MTW funding budget is set at 99.7% proration per HUD notice in 2018. KH received their budget approval which has an inflation factor of 2.12% and this exceeds our KH budget by $110k. HAP revenue is currently over budget and is related to KH requesting additional funds for Non-HAP expenses since most of the capital improvement projects are nearing completion.
$102,029	Other Income	Other Income is related to miscellaneous income and is higher than budget. Grants funds: FSS funds is under budget by $7k, it is timing. CHT admin revenue is over budget by $2k. Interest income is over budget by $16k. There is a budget of $54k of forgiveness of debt on CDBG loans and will be posted at year end so showing under budget by $45k. KH received a grant for the Forestview heat upgrade project of $125k.
($1,222)	Management Fees	Management fees are slightly over budget, timing.
$872,184	Development fees	Current Development Fees of $100k are part of the annual budget expected to be received when the new CST development begins. KH received $956k for the Deferred Development from the CST Partnership that sold CST and was not in the annual budget.
($104,387)	Vacancy Loss (reduction to revenue)	Vacancy Loss (higher than budget is more of a reduction to revenue): KAHP budget = $5k, year to date vacancy= $31k, over budget by $26k CST budget = $189k, year to date vacancy= $213k, over budget by $67k BBW budget = $18k, year to date vacancy= $26k, over budget by $11k BBE budget = $20k, year to date vacancy= $20k, over budget by $3k
($4,368)	Tenants Charges	Tenants Charges (laundry, damages, other fees) less than expected.
$12,696	Admin Funding	HUD Section 8 is over budget by $18k and Mainstream admin funding is under budget by $12k. The new Mainstream17 program is over budget by $6k due to slow start to leasing. NEDs is on budget.
$902,833	**Higher than Budget**	**Operating Revenue**
$36,976	Partnership Distributions	Partnership and Incentive fees, paid to Keene Housing from surplus cash for 2018 on LIHTC properties managed. The total budget is $253k, actuals posted to date are $248k.
$137,639	Transfer reserves CST	The CST sold transferred all the reserves to the new partnership
$1,607,468	MTW Transfer	The 2019 MTW Non-HAP funding budget is $757k used for Non-HAP initiatives. KAHP/RB Capital Impr, Resident Serv, KHKC = $821k actual
$2,684,916	**Higher than Budget**	**Total Revenue**

Keene Housing

OPERATING EXPENSES are $12.3m, a net increase of $727k as compared to the budget of $11.6m. The most significant changes are related to:

VARIANCES for Expense categories (Less)/Higher than Budget		
($108,576)	Admin Expenses	Administrative Expense are all under budget, Capital Needs Assessments consulting over by $8k and Technical Assistance over by $16k. Software upgrades are pending so it is under budget by $67k as of now.
($113,302)	Payroll and Benefits	Benefit Expenses are under budget by $91k. Salaries are under budget by $17k. FICA is under buget by $5k.
($17,159)	Utilities Expenses	Fuel Expense is under budget by $28k.(BBE under by $4k,CST under by $17k) Water & Sewer over budget by $14k. (KAHP over $4k, BBE over by $9k, CST under by $8k, Riverbend over by $2k) Electric is on budget.
($38,154)	Maint Expenses	Maintenance Expenses under budget by $85k: Materials by $20k, Security $22k, Electrician $3k, Flooring $3k, Snow removal $5k, Contract Maint $15k, Vehicle repairs $4, Grounds $14k.
		Maintenance Expenses over budget by $46k: Misc Equip by $14k, Waste removal by $4k, Plumbing by $6k, Maint Repairs $18k.
($55,475)	Insurance Expenses	Insurance Expenses under budget due lower premiums.
$59,082	Property Tax Exp	Property Taxes over budget due to timing.
($5,902)	Partnership taxes	Partnership Taxes on budget due to CST sale.
$4,999	Interest Expenses	Interest Expenses on budget
($34,956)	Resident services	Residential Services are running under budget, timing.
$31,729	Relocation Services	Relocation services are related to CST tenant moves, have been reimbursed from previous year.
($101,102)	HAP disbursements	HAP disbursements for Section 8 Vouchers are over by $24k, Special Purpose Vouchers are under budget by $17k an Mainstream Vouchers (new ones) are under budget by $107k.
($378,816)	**Lower than Budget**	**Operating Expenses**
$93,173	Partnership Distributions	Partnership and Incentive fees, paid to Keene Housing from surplus cash for 2018 on LIHTC properties managed. Annual budget is $30k and actuals posted to date are $118k.
$1,009,475	MTW Transfer	The 2019 MTW Non-HAP funding budget is $757k used for Non-HAP initiatives. KAHP/RB Capital Impr, Resident Serv, KHKC = $821k actual
$723,832	**Higher than Budget**	**Total Expenses**

Keene Housing

Income Statement - Comparing Actuals to Budget - YTD - as of October 31, 2019

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)	152,989	1,179,441	1,803,972 Higher Revenue	777,519 Higher Expenses	Revenue is MTW transfer $821k in; then out to funds capital projects and KHKC. Dev Fee received $956k from old CST.
Monadnock Affordable (MAHC)	51,349	(25,240)	(78,506) Lower Revenue	(1,914) Lower Expenses	
Keene Affordable (KAHP)	182,591	887,785	629,983 Higher Revenue	(75,208) Lower Expenses	Revenue has MTW transfer $523k in.
Meadow Road	35,399	69,558	(4,496) Lower Revenue	(38,653) Lower Expenses	
Roxbury St Shelter	16,887	7,721	(6,280) Lower Revenue	2,885 Higher Expenses	
Section 8 Voucher Program (MTW)	0	(61,702)	36,050 Higher Revene	97,752 Higher Expenses	
Mainstream Voucher Program	(9,829)	106,890	(1,449) Lower Revenue	(118,168) Lower Expenses	
Special Purpose Vouchers (Non-Elderly Disabled)	(11,769)	14,757	(4,879) Lower Revenue	(31,404) Lower Expenses	
Low Income Tax Credits Properties (LIHTC)					
Brookbend East	205,934	181,708	(6,233) Lower Revenue	17,778 Higher Expenses	
Brookbend West	160,759	175,482	(22,362) Lower Revenue	(37,082) Lower Expenses	
Evergreen Knoll	82,584	60,749	(23,217) Lower Revenue	(1,381) Lower Expenses	
Riverbend	79,829	338,756	237,501 Higher Revenue	(21,424) Lower Expenses	Revenue has MTW transfer $263k in.
Stone Arch Family	88,669	2,651	(1,990) Lower Revenue	84,026 Higher Expenses	Expense includes incentive Management Fee budget=$0, Paid out $81k
Stone Arch Senior	56,642	43,385	10,911 Higher Revenue	24,169 Higher Expenses	Expense includes incentive Management Fee budget=$0, Paid out $28k
CST Housing	142,964	218,418	120,363 Higher Revenue	44,911 Higher Expenses	Revenue has $137k transfer in from escrow accounts from seller.
Non-Owned/Managed Properties					
Cottage Street	5,938	1,707	(4,574) Lower Revenue	(344) Lower Expenses	
Ashbrook	45,303	46,360	881 Higher Revenue	(174) Lower Expenses	
Emerald Street	22,731	16,351	(1,268) Lower Revenue	5,113 Higher Expenses	
Fairweather Lodge	(162)	4,918	510 Higher Revenue	(4,569) Lower Expenses	
TOTALS	1,308,808	3,269,695	2,684,916 Higher than Budget	723,832 Higher than Budget	

(a) excluding depreciation

Keene Housing

Cash Outlay - Year to Date - as of October 31, 2019

Program/Property											
			change in balance sheet accounts affecting cash								
	Unrestricted Cash Balance at 1/1/19	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 Current Liabilities Incr/(decr)	due to/ due from	Unrestricted Cash Balance at current month	YTD cash Increase/ (Decrease)
Keene Housing											
Central Office (Locals)	2,753,452	1,179,441	0	0	(37,510)	0	(1,086,623)	(9,515)		2,799,245	45,793
Monadnock Affordable (MAHC)	64,182	(25,240)	(15,674)	0	(3,308)	454,800	67,640	(474,140)	0	68,260	4,078
Keene Affordable (KAHP)	440,037	887,785	(156,403)	(67,263)	(962,326)	0	136,517	(80,714)	0	197,633	(242,404)
Meadow Road	17,253	69,558	(27,379)	31,124	(33,744)	0	(7,890)	(4,226)	0	44,696	27,443
Roxbury St Shelter	27,477	7,721	(1,394)	0	0	0	3,417	2,597	0	39,818	12,341
Section 8 Voucher Program (MTW)	87,255	(61,702)	n/a	n/a	n/a	n/a	64,484	250,302	0	340,339	253,084
Mainstream Voucher Program	147,371	106,890	n/a	n/a	n/a	n/a	(158,633)	96	0	95,724	(51,647)
Special Purpose Vouchers (Non-Elderly Disabled)	125,807	14,757	n/a	n/a	n/a	n/a	(98,182)	111	0	42,493	(83,314)
Low Income Tax Credits (LIHTC)											
Brookbend East	243,026	181,708	(103,069)	(3,096)	0	(86,577)	(39,593)	41,339	0	**233,738**	(9,288)
Brookbend West	174,789	175,482	(85,752)	(2,558)	0	(78,374)	(41,758)	5,593	0	**147,422**	(27,367)
Evergreen Knoll	31,379	60,749	(17,894)	(1,225)	(7,893)	0	(38,248)	6,505	0	**33,373**	1,994
Riverbend	49,171	338,756	(32,907)	(793)	(289,538)	0	(30,051)	(30,554)	0	**4,084**	(45,087)
Stone Arch Family	155,249	2,651	(3,710)	(14)	0	(8,969)	(1,104)	8,128	0	**152,231**	(3,018)
Stone Arch Senior	85,751	43,385	(7,642)	(1,947)	0	(2,432)	(14,578)	4,798	0	**107,335**	21,584
CST Housing	0	218,418	2,670,400	(5,678)	(2,651,256)	0	(139,966)	134,544	0	**226,462**	226,462
Non-Owned/Managed Properties											
Cottage Street	791	1,707	0	0	(2,090)	0	3,683	(122)	0	**3,969**	3,178
Ash Brook	27,280	46,360	(25,410)	(140)	(20,000)	0	(5,976)	3,114	0	**25,228**	(2,052)
Emerald Street	18,621	16,351	(15,416)	20,937	(24,298)	0	(4,592)	(3,860)	0	**7,743**	(10,878)
Fairweather Lodge	2,617	4,918	0	2,504	(5,004)	0	(248)	146	0	**4,933**	2,316
TOTAL	4,451,508	3,269,695	2,177,750	(28,149)	(4,036,967)	278,448	(1,391,701)	(145,858)	0	4,574,726	123,218

(a) excluding depreciation

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
Capital Needs Assessment	GDS Associates	07/01/17- 06/30/18	6/30/2019	remaining renewal options: 0 Out for Bid		$8,676
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: 2 (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: 0	<$50,000.00	
Document Management Software	PiF Technology	08/31/17 - 08/31/18	3/26/2020	remaining renewal options: 0 (renewed annually)		$6,875
Copier/Printer Leases	US Bank (Symquest)	3/29/2015-3/29/2020	3/29/2020	remaining renewal options: 0		$120
Copier/Printer Leases	US Bank (Symquest)	3/29/2015-3/29/2020	3/29/2020	remaining renewal options: 0		$2,592
Voucher Management Software	Ken Claflin	04/1/2019- 03/31/20	3/31/2020	remaining renewal options: 0 (renewed annually)		$6,000
Security Services	Hunter North	04/01/18 - 03/31/19	3/31/2020	remaining renewal options: 3 (2021, 2022, 2023)		
Copier/Printer Leases	US Bank (Symquest)	4/18/2015-4/28/2020	4/28/2020	remaining renewal options: 0		$3,995
Trash Removal	Waste Management	05/01/17 - 04/30/19	4/30/2020	remaining renewal options: 2 (2021, 2022)		$105,000
Snow Removal	AGM Landscaping	10/01/17- 05/01/19	5/1/2020	remaining renewal options: 2 (2021, 2022)		$61,025
Electrical Services	Elm City Electric	05/15/1 7- 05/14/19	5/14/2020	remaining renewal options: 2 (2021, 2022)	as needed	
Janitorial	Jan-Pro Cleaning Systems	06/26/17- 06/22/18	6/23/2020	remaining renewal options: 2 (2021, 2022)		$44,268
Propane Gas Heating Services	L&G Propane	07/01/17 - 06/30/19	6/30/2020	remaining renewal options: 2 (2021, 2022)		Fixed Pricing 1.2009/gal
Development Consulting	TAG Associates	09/01/1 6- 08/31/19	8/31/2020	remaining renewal options: 2 (2020, 2021)	<$50,000.00	

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
Heating/AC/AH	Gary Jackson Heating	09/15/16 - 09/14/17	9/15/2020	remaining renewal options: 1(2021)	as needed	
Development Consulting	NNEHIF	10/01/16 - 09/30/19	9/30/2020	remaining renewal options: 2 (2020, 2021)	<$50,000.00	
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
Architect/Engineering Services	Weller & Michal Contract	07/01/19-06/30/21	6/30/2021	remaining renewal options: 3 (2022. 2023, 2024)	as needed	
Architect/Engineering Services	Stevens & Associates	07/01/19-06/30/21	6/30/2021	remaining renewal options: 3 (2022. 2023, 2024)	as needed	
Architect/Engineering Services	Dietz & Company	07/01/19-06/30/21	6/30/2021	remaining renewal options: 3 (2022. 2023, 2024)	as needed	
Architect/Engineering Services	Warrenstreet Architects	07/01/19-06/30/21	6/30/2021	remaining renewal options: 3 (2022. 2023, 2024)	as needed	
Document Management Software	De Lage Landen Financing	08/31/2017 - 08/31/2021	8/31/2021	remaining renewal options: 0		$7,500
Technical Assistance	Edgemere Consulting	02/01/19 - 1/31/22	1/31/2022	remaining renewal options: 2 (2023, 2024)	<$50,000.00	
Copier/Printer Leases	US Bank	10/25/2019-10/25/2024	10/25/2024	remaining renewal options: 4 (2021, 2022, 2023, 2024)		$12,063
Copier/Printer Leases	US Bank	10/25/2019-10/25/2024	10/25/2024	remaining renewal options: 4 (2021, 2022, 2023, 2024)		$121
Copier/Printer Leases	US Bank	10/25/2019-10/25/2024	10/25/2024	remaining renewal options: 4 (2021, 2022, 2023, 2024)		$1,101

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 SAVS Bingo	5	6 CST Game Night	7 CST Bingo	8	9
10	11 Office Closed Veterans Day SAVS Bingo Harper Acres Coloring	12 CST Cooking Group	13 Harper Acres Cribbage SAVS Craft Group CST Game Night	14 CST Bingo	15 CST Craft Group	16
17	18 SAVS Bingo Harper Acres Craft Group	19 CST Card Making	20 CST Game Night	21 Board of Commissioners Meeting CST Bingo	22	23
24	25 SAVS Bingo	26	27 CST Game Night	28 Office Closed Thanksgiving	29 Office Closed Day after Thanksgiving	30

Keene Housing

DECEMBER 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 12/2 - 12/6 Otis Atwell Audit SAVS Bingo	3 Brookbend Kids Holiday Bazaar CST Craft Group & Holiday Decorating	4 SAVS Card Making CST Game Night	5 SAVS Craft Group CST Bingo	6 CST Craft Group	7
8	9 SAVS Bingo Harper Acres Craft Group	10 12PM Harper Acres Holiday Party N & G Kids Holiday Bazaar	11 12PM CST Holiday Party SAVS Craft Group CST Game Night	12 CST Bingo	13 Harper Acres Craft Group CST Dessert Party & Gift Swap	14
15	16 SAVS Bingo	17 Forest View Kids Holiday Bazaar CST Card Making	18 12PM SAVS Holiday Party CST Game Night	19 Board of Commissioners Meeting CST Bingo SAVS Craft Group	20 CST Craft Group	21
22	23 SAVS Bingo	24	25 Office Closed Christmas	26 CST Bingo	27	28
29	30 SAVS Bingo	31 SAVS Potluck				

Keene Housing