Keene Housing

Keene Housing
Board of Commissioners Meeting
September 19, 2019

Evergreen Knoll Community Garden

Meeting Location:
Central Square Terrace
5 Central Square
Keene, NH 03431

Keene Housing

Board of Commissioners Meeting
Thursday, September 19, 2019
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Keene Housing

BOARD OF COMMISSIONERS MEETING
THURSDAY, SEPTEMBER 19, 2019
12:00 P.M.
CENTRAL SQUARE TERRACE
5 CENTRAL SQUARE, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the August 22, 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 Fiscal Year 2020 Moving to Work Annual Plan (Resolution No. 645)

b. Community Connections Dashboard Report

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, August 22, 2019

Chairperson Mack called the Keene Housing Board of Commissioners meeting to order at 12:05 p.m. Chairperson Mack asked that the minutes reflect who attended the meeting and declared a quorum present.

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

Absent:
- Joshua Meehan, Secretary

Also in attendance:
- Linda Griffin, Director of Finance
- Amy Wright, Director of Administration
- Denise Pratt, Director of Programs and Services
- Sandy Clark, Director of Facilities and Assets
- Marie Poole, Director of Housing
- Leslie Horne, Property Manger
- A resident of Harper Acres

MINUTES:

Chairperson Mack called for approval of the July 18, 2019 Board of Commissioners meeting minutes. Commissioner Slack made a motion to approve the minutes. Vice Chairperson Moses seconded the motion, which upon being put to vote, the minutes passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Chairperson Mack welcomed all guests and members to the Board of Commissioners meeting.

Linda Griffin, Director of Finance, presented the Executive Director's Report in Secretary Meehan's absence. Ms. Griffin stated a Doodle Poll was emailed to the Commissioners to schedule a date for the next Strategic Plan meeting. This purpose of the meeting is to finalize the Agency's goals, objectives and initiatives for 2020-2025. The draft Strategic Plan will go to public comment before being brought to the Board of Commissioners for final approval in December.

Ms. Griffin stated the federal budget caps were lifted. Keene Housing expects funding similar to last year's funding.

Keene Housing was asked to join the State of New Hampshire's State Health Assessment and State Health Improvement Plan Advisory Council. The tentative meeting schedule precludes Secretary Meehan from being at the September Board of Commissioners meeting. Chairperson Mack and Secretary Meehan discussed his absence and agreed that it's important for Keene Housing to have a voice on the Council.

Ms. Griffin announced Keene Housing is a Better Buildings Challenge partner and is one of this year's energy, water and Financial Ally goal achievers. Keene Housing committed to 20% reduction in water and energy use by 2025. Ms. Griffin displayed the plaque and award Keene Housing received for achieving 29% water reduction and reminded everyone that the Agency committed to 100% renewable sources by 2035.

Keene Housing's DRAFT Moving to Work (MTW) Annual Plan for Fiscal Year 2020 is out for public comment. No changes are proposed for new initiatives or to approved activities. The public comment period is open until Friday, August 30, 2019.

The resident community picnics are almost complete. Keene Housing included Big Brothers Big Sisters, Girl Scouts, Boy Scouts, and SAU 29 to attend the picnics and share information with residents.

Ms. Griffin stated Keene Housing is hosting an all staff Fair Housing training next week. She invited the Commissioners to attend the training being held at 9:00 a.m. – 12:30 p.m. at Stone Arch Village Senior on Thursday, August 29, 2019.

Ms. Griffin invited Sandy Clark, Director of Facilities and Assets to review Keene Housing's capital projects. Ms. Clark stated the first phase of the rehabilitation project at Central Square Terrace (CST) is complete and the 2nd phase is underway. The new sidewalks, parking lot and rain gardens at Riverbend are complete. The Forest View heat pump project is underway. The project includes new roofs, solar panels, heat pumps, rear storm/screen doors and the replacement of the front cement porches and railings. The entryway roofs at Harper Acres and the roof at Emerald House are being replaced. All projects are on schedule and progressing as planned. Ms. Clark stated Keene Housing withdrew its variance application to the Zoning Board of Appeals and plans to revisit the redevelopment of 105 Castle Street at a later date.

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. 643 – Approval of Annual Adjustment of Keene Housing's Living Wage

The Keene Housing Board of Commissioners approves an adjustment of Keene Housing's living wage resulting from the annual variation rate of the Consumer Price Index (CPI), pursuant to the memorandum dated July 31, 2019 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. Commissioner Coates asked Ms. Wright to research if any staff were affected by not receiving annual adjustments in 2017 or 2018 and if retroactive pay should be processed.

Resolution No. 644 – Approval for the sale of 139 Roxbury Street to Southwestern Community Services

The Keene Housing Board of Commissioners approves the sale of 139 Roxbury Street to Southwestern Community Services and authorizes the Executive Director to execute a Purchase and Sales Agreement and all other documents needed to accomplish the sale of the men's shelter, pursuant to the memorandum dated August 13, 2019 from Linda Mangones, Special Adviser for Planning and Development, to Joshua 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.

Informational Memo: Monadnock Affordable Housing Corporation's Proposed Sale of 32 Water Street

The Monadnock Affordable Housing Corporation (MAHC) Board of Director's is meeting today to authorize the sale of 32 Water Street to Southwestern Community Services and authorizes the President to execute a Purchase and Sales Agreement and all other documents necessary to accomplish the sale of the family shelter, pursuant to the memorandum dated August 13, 2019 from Linda Mangones, Special Adviser for Planning and Development, to Joshua Meehan, President.

Informational Memo: Keene Housing's Property and Liability Insurance

Keene Housing and most of its affiliates are partnering with HAI Insurance Group for property and liability insurance as outlined in the Informational Memo dated July 30, 2019 from Amy Wright, Director of Administration, to Joshua Meehan, Executive Director. Commissioner Slack understands the decision was based on what was best for Keene Housing and its affiliates; however, expressed her disappointment that Keene Housing is not supporting a local insurance agency.

OLD BUSINESS:

No topics were presented.

PUBLIC COMMENT:

A resident asked for an update regarding the renovation plans for 105 Castle Street. Ms. Clark stated Keene Housing withdrew its variance application to the Zoning Board of Appeals. Keene Housing hoped to receive variance approval before spending money to hire an architect and engineer; however, the Zoning Board wanted this detailed information. In addition, several abutters attended the meeting and never had a chance to speak. Plans are on hold until further notice.

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, Chairperson Mack adjourned the Board meeting at 12:54 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

8/27/19
Date

Keene Housing

Resolution No. 645

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   Fiscal Year 2020 Moving to Work Annual Plan

2. Date of Board Meeting: September 19, 2019

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners approve and adopt the Keene Housing Fiscal Year 2020 Annual Moving to Work Plan; and further authorizes the Executive Director to make any technical corrections necessary pursuant to the memorandum dated September 10, 2019 from Denise Pratt, Director of Programs and Services, to Joshua R. Meehan, Executive Director.

4. All Backup Attached? Yes X No ☐

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

5. Department Head Approval Signature Denise Pratt Date: 9-10-2019

6. Statement of availability of funds by Director of Finance

   Funds Budgeted and Available Yes ☐ No ☐ Source _____

   Account #_____

   Director of Finance Approval Signature _____ Date: _____

7. Executive Director Approval Signature _____ Date: 9/11/2019

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Denise Pratt, Director of Programs and Services
Subject: FY2020 Annual MTW Plan Approval
Date: September 10, 2019

This memorandum recommends that the Board of Commissioners resolve to adopt the Fiscal Year 2020 Annual Moving to Work (MTW) Plan.

BACKGROUND

As part of our MTW agreement with the Department of Housing and Urban Development (HUD) Keene Housing is required to create and adopt an annual plan that describes new and ongoing activities that utilize authority granted to KH under the MTW Agreement. These plans outline how the agency utilizes the flexibilities provided by participation in the MTW program and outlines all new and proposed changes to existing activities in the coming year.

MTW INITIATIVES AND ACTIVITIES

We are not proposing any new MTW activities in fiscal year 2020. Instead we will be spending the year working with researchers from the Public and Affordable Housing Research Corporation on designing a new rent reform initiative which will be proposed in our fiscal year (FY) 2021 MTW Annual Plan.

As the Commissioners who were on our Board at the time may remember, in KH's FY2014 MTW Plan HUD approved the Affordable Housing Preservation Program and the Affordable Housing Preservation and Modernization Program (AHPP). The AHPP initiative's primary purpose was to provide expiring Project Based Rental Assistance (PBRA) owners incentive to preserve the affordability of their properties, rather than opting out of their HUD contracts and converting their properties to market rents.

In addition to creating a mechanism for the conversion of PBRA properties to KH administered Project Based Vouchers (PBVs), the AHPP rent reform activity allows KH to recertify families on a triennial, rather than annual schedule. This rent reform was designed to reduce administrative overhead, rather than, like the Stepped Rent Subsidy MTW initiative, affect family savings or earnings patterns.

We put the AHPP rent reform activity into motion in May 2015 when KH opted out of our Meadow Road Project Based Rental Assistance (PBRA) contract at which time all Meadow Road households switched from annual to triennial recertifications. In 2018 KH recertified the original affected Meadow Road households and discovered that thirteen (81%) of the households experienced significant income increases, nine of whom attributed their increases to employment earnings. Surprisingly, the Meadow Road households saw their incomes increase by 40% from 2015 to 2018, while the Resident Self Reliance/Stepped Rent Subsidy households' incomes rose 26%. This profound difference in income change over time between these two groups raises some interesting questions

about the utility of resident services and stepped rents versus the possible effect of less frequent administrative and supportive "touches" and rent determinations.

This year we began discussing with researchers from the Public and Affordable Housing Research Corporation (PAHRC) the possibility of creating a longitudinal rent and supportive service study that could explore the effects of various combinations of rent reforms and resident services. In the coming months we will finalize the research design and related data collection and administrative tools necessary to propose a multi-tiered longitudinal study in FY2021. We will be discussing the design's progress in the coming months as we hone-in on final program design.

So, while we are not proposing any new MTW initiatives in 2020, we will be spending the coming year preparing for what is likely to be the most complex and significant MTW initiative Keene Housing has ever undertaken.

Pursuant to the Agreement's requirement that the Annual Plan be made available to, and discussed with affected households, as well as the public at large, KH made the draft Plan available for public comment on August 1st and held three public hearings to solicit feedback from interested parties. KH received no public comments on the Plan and no one attended any of the public hearings.

TIMELINE

Public Comment Period Began: Thursday, August 1st

Thursday, August 8th @ 5:30pm, Brookbend Pavilion, 27 Ivy Dr., Keene

Monday, August 12th @ 12:00pm, Harper Acres Mill Building, 168 Castle St., Keene

Wednesday, August 21st @ 5:30pm, Keene Housing Main Office at 831 Court Street, Keene

Comment Period Closed: Friday, August 30st

Final FY2020 MTW Annual Plan to Board for Approval: September 19th

Final FY2020 MTW Annual Plan to HUD: October 17th

HUD Response to FY2020 MTW Annual Plan to Keene Housing: no later than December 31, 2019

RECOMMENDATION

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

That the Keene Housing Board of Commissioners approves and adopts Keene Housing's Fiscal Year 2020 Annual Moving to Work Plan, and further authorizes the Executive Director to make any technical corrections necessary pursuant to the memorandum dated September 10, 2019 from Denise Pratt, Director of Programs and Services, to Joshua Meehan, Executive Director.

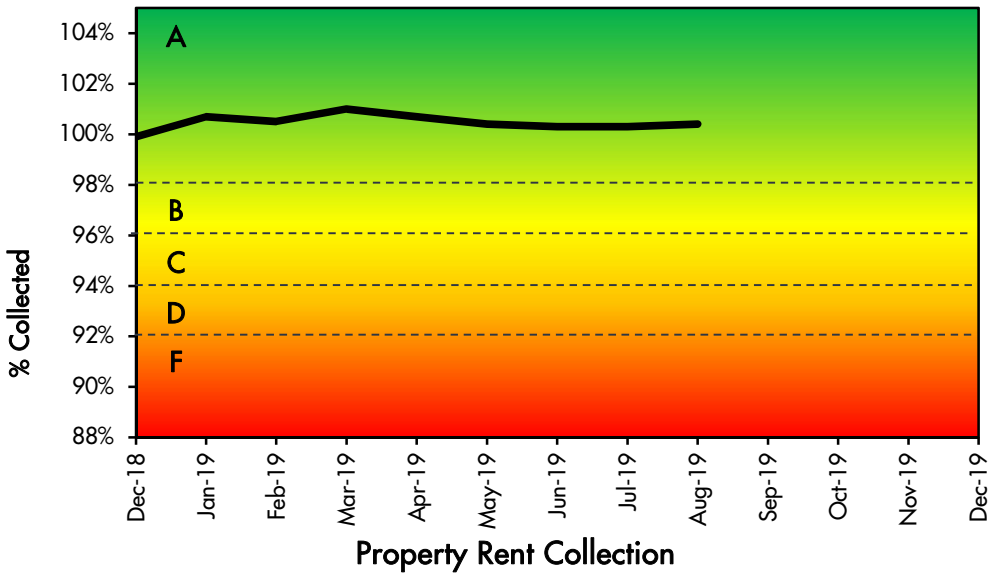
Keene Housing

MANAGEMENT REPORT
AUGUST 2019

Residential Property Rent Collection Report
August 2019

Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$11,121	$11,121	100.0%	A	$87,464	$87,464	100.0%	A
Bennett Block	$4,498	$3,731	82.9%	F	$32,458	$31,678	97.6%	B
Brookbend East	$16,654	$17,896	107.5%	A	$127,238	$129,731	102.0%	A
Brookbend West	$12,215	$12,918	105.8%	A	$89,741	$92,868	103.5%	A
Central Square Terrace	$19,264	$19,179	99.6%	A	$160,647	$161,428	100.5%	A
Cottage Street	$1,436	$1,419	98.8%	A	$11,010	$10,983	99.8%	A
Evergreen Knoll LP	$13,457	$13,252	98.5%	A	$106,340	$107,257	100.9%	A
Forest View	$19,748	$19,024	96.3%	B	$150,573	$150,246	99.8%	A
Harper Acres	$44,240	$46,332	104.7%	A	$332,462	$332,621	100.0%	A
Meadow Road Apartments	$7,171	$6,756	94.2%	C	$55,878	$55,564	99.4%	A
North and Gilsum	$14,359	$13,315	92.7%	D	$109,212	$109,703	100.4%	A
Riverbend Apartments	$8,952	$9,048	101.1%	A	$68,640	$68,926	100.4%	A
Scattered Sites	$12,301	$12,879	104.7%	A	$88,604	$88,534	99.9%	A
Stone Arch Village Family	$11,958	$12,041	100.7%	A	$90,182	$90,363	100.2%	A
Stone Arch Village Senior	$11,453	$11,453	100.0%	A	$90,842	$90,846	100.0%	A
Totals	**$208,827**	**$210,363**	**100.74%**	**A**	**$1,601,291**	**$1,608,211**	**100.4%**	**A**

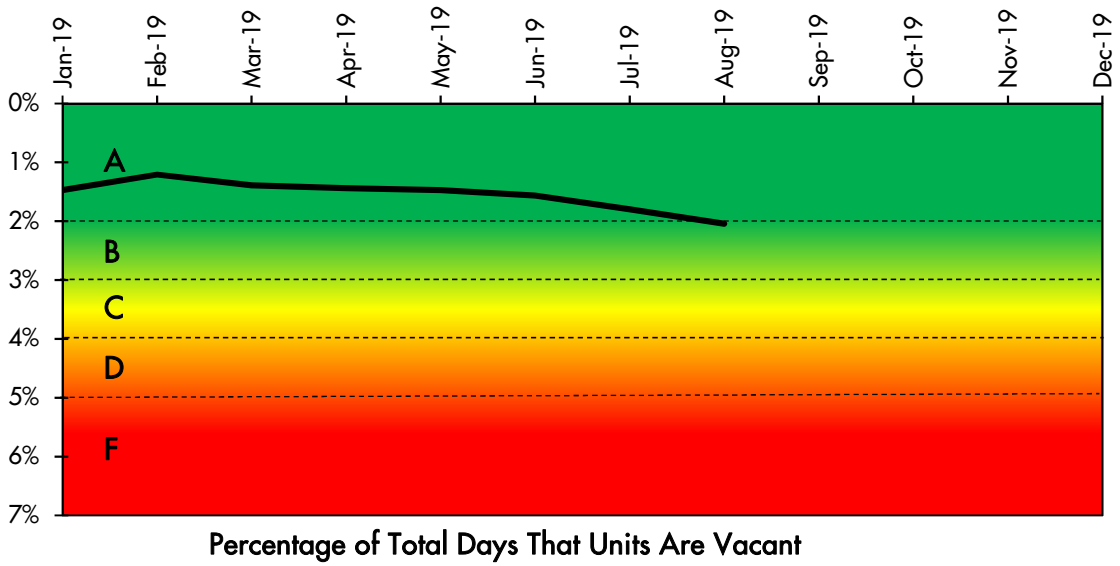
**Active Households Only*



Monthly Vacancy Report

August 2019

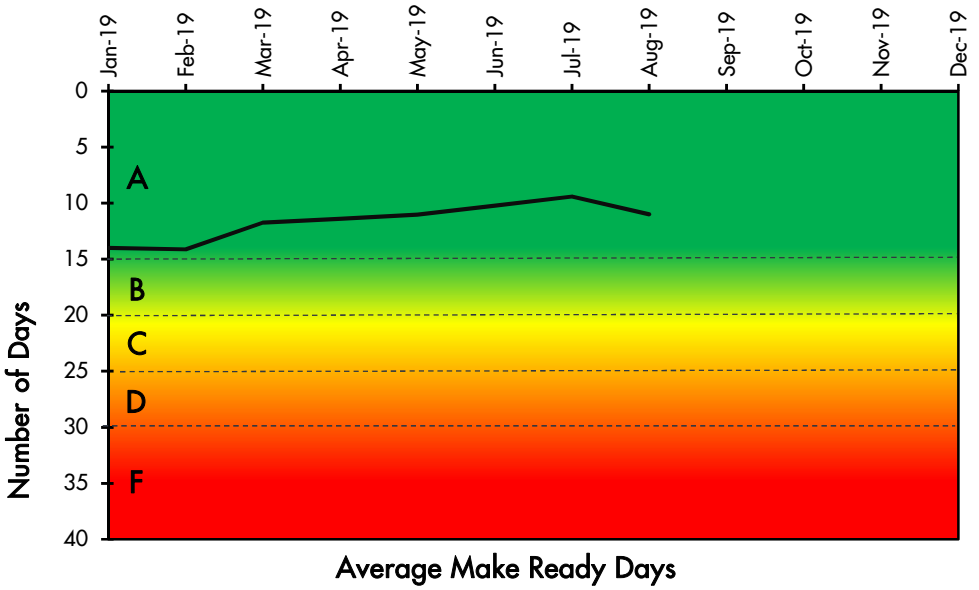
Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	744	0	0.0%	A	0.2%	A
Bennett Block	14	424	136	32.1%	F	8.2%	F
Brookbend East	40	1240	56	4.5%	D	2.7%	B
Brookbend West	35	1085	105	9.7%	F	6.5%	F
Central Square Terrace	90	1857	32	1.7%	A	0.7%	A
Evergreen Knoll LP	32	992	0	0.0%	A	0.0%	A
Forest View	38	1178	13	1.1%	A	1.3%	A
Harper Acres	112	3448	44	1.3%	A	2.1%	B
Meadow Road Apartments	18	558	0	0.0%	A	0.3%	A
North and Gilsum	29	899	29	3.2%	C	2.8%	B
Riverbend Apartments	24	744	93	12.5%	F	3.2%	C
Scattered Sites	18	558	0	0.0%	A	0.8%	A
Stone Arch Village Family	24	744	58	7.8%	F	2.8%	B
Stone Arch Village Senior	33	1023	13	1.3%	A	0.5%	A
Report Totals:	**531**	**15,494**	**579**	**3.7%**	**C**	**2.0%**	**B**



Percentage of Total Days That Units Are Vacant

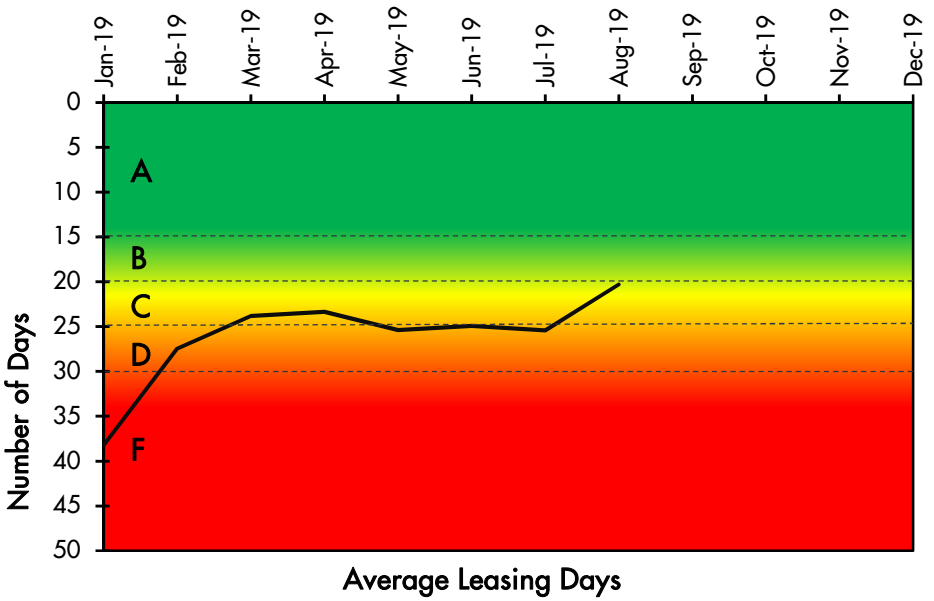
Unit Make Ready Days
August 2019

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	2	29	5	16	B
Brookbend East	2	16	6	15	B
Brookbend West	1	17	11	12	A
Central Square Terrace	0	-	6	2	A
Evergreen Knoll LP	0	-	0	-	NONE
Forest View	1	43	4	19	B
Harper Acres	1	9	9	8	A
Meadow Road Apartments	0	-	1	2	A
North and Gilsum	1	10	3	14	A
Riverbend Apartments	0	-	3	11	A
Scattered Sites	0	-	2	9	A
Stone Arch Village Family	1	8	5	11	A
Stone Arch Village Senior	1	10	1	10	A
Report Totals:	**10**	**19**	**57**	**11**	**A**



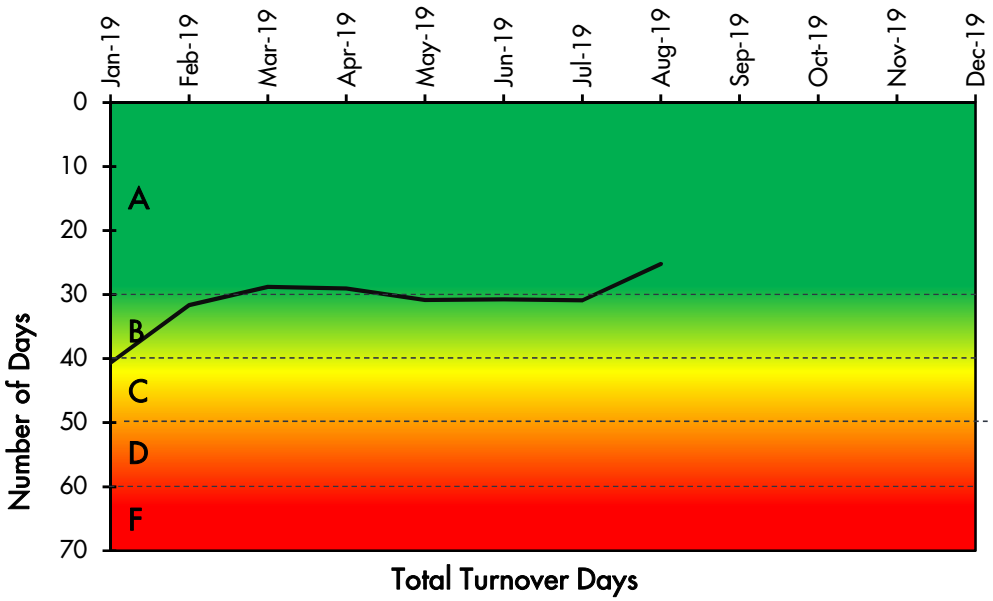
Leasing Days
August 2019

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	3	5	4	4	A
Brookbend East	0	-	4	34	F
Brookbend West	2	80	9	47	F
Central Square Terrace	19	2	37	5	A
Evergreen Knoll LP	0	-	0	-	NONE
Forest View	1	3	4	13	A
Harper Acres	0	-	14	42	F
Meadow Road Apartments	0	-	1	1	A
North and Gilsum	0	-	2	70	F
Riverbend Apartments	0	-	1	12	A
Scattered Sites	0	-	2	9	A
Stone Arch Village Family	0	-	4	14	A
Stone Arch Village Senior	0	-	1	61	F
Report Totals:	**25**	**8**	**84**	**20**	**C**



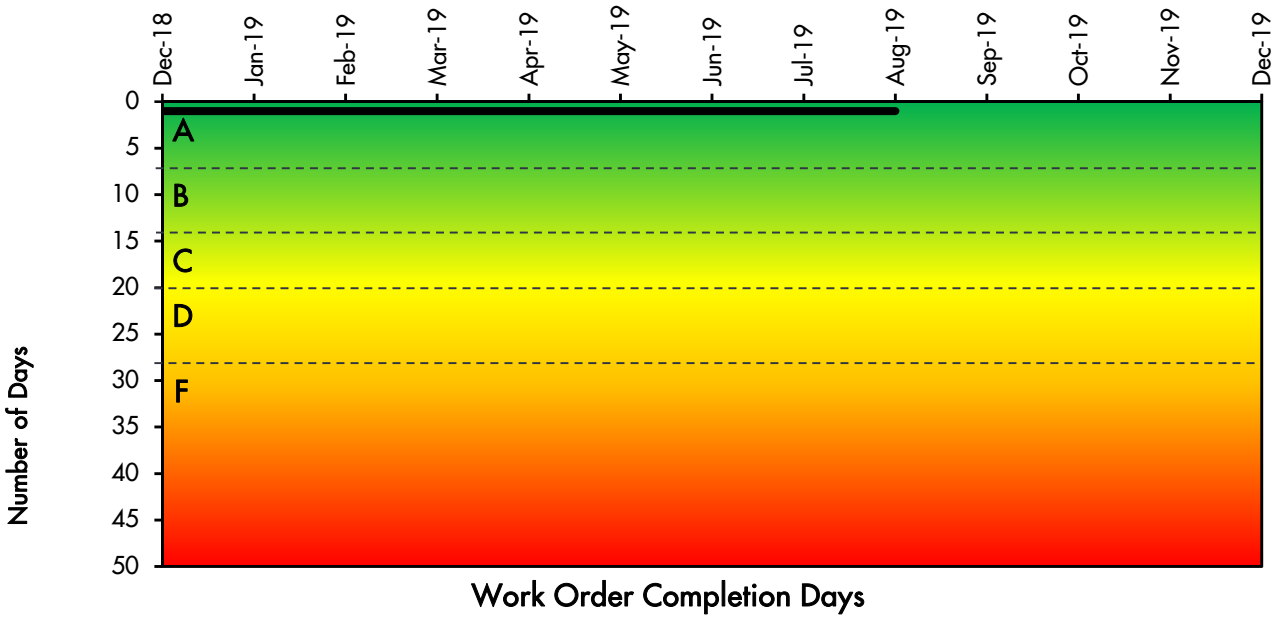
Unit Turnover
August 2019

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	3	12	4	9	A
Brookbend East	0	-	4	49	C
Brookbend West	2	92	9	57	D
Central Square Terrace	19	2	37	6	A
Evergreen Knoll LP	0	-	0	-	NONE
Forest View	1	45	4	30	A
Harper Acres	0	-	14	46	C
Meadow Road Apartments	0	-	1	2	A
North and Gilsum	0	-	2	85	F
Riverbend Apartments	0	-	1	19	A
Scattered Sites	0	-	2	17	A
Stone Arch Village Family	0	-	4	24	A
Stone Arch Village Senior	0	-	1	75	F
Report Totals:	**25**	**12**	**84**	**25**	**A**



Residential Property Non-Emergency Work Order Completion Days
August 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	5	1	A
Ash Brook Apartments	5	0	A	66	1	A
Bennett Block	14	1	A	84	1	A
Brookbend East	11	1	A	111	1	A
Brookbend West	12	1	A	107	1	A
Central Square Terrace	45	0	A	322	1	A
Cottage Street	-	-	NONE	28	1	A
Emerald Street House	4	0	A	44	1	A
Evergreen Knoll LP	10	1	A	77	1	A
Forest View	18	1	A	122	1	A
Harper Acres	25	1	A	357	1	A
Keene Housing Main Office	8	1	A	40	1	A
Meadow Road	4	0	A	51	1	A
North and Gilsum	12	1	A	111	1	A
Riverbend Apartments	6	1	A	73	1	A
Scattered Sites	7	1	A	110	1	A
Stone Arch Village Family	7	0	A	126	1	A
Stone Arch Village Senior	19	0	A	168	1	A
Report Totals:	**208**	**1**	**A**	**2,002**	**1**	**A**



Residential Property Emergency Work Order Completion Days
August 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									
October									
November									
December									
Total	$3,355,349	$2,799,011	83%	4796	$584	105%	4569	$9,349	$556,338

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									
October									
November									
December									
Total	$3,355,344	$2,749,686	82%	4402	$625	96%	4569	$9,348	$605,658

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									
October									
November									
December									
Total	$109,458	$111,366	102%	144	$773	100%	144	$0	($1,908)

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									
October									
November									
December									
Total	$423,488	$414,686	98%	772	$537	97%	800	$920	$8,802

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									
October									
November									
December									
Total	$233,138	$226,810	97%	397	$571	99%	400	$96	$6,328

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									
October									
November									
December									
Total	$87,867	$1,678	2%	2	$173	1%	152	$0	$86,189

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

2018 Summary

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

Keene Housing

FINANCE REPORT
AUGUST 2019

Financial Report – August, 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 $2.8m which is a net increase of $1.8m from the budget of $1m. No longer reporting on the old CST property since it has been sold.

OPERATING REVENUES are $12.5M a net increase of $2.3M as compared to the budget of $10.3m. The most significant changes are related to:

VARIANCES for Revenue categories (Less)/Higher than Budget		
($28,161)	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 under budget and is related to KH not requesting all the additional funds for Non-HAP expenses at this time. There will be other requests submitted to fund capital improvement projects.
$106,624	Other Income	Other Income is related to miscellaneous income and is more than budget. Grants funds: FSS funds is under budget by $8k, it is timing. CHT admin revenue is over budget by $1k. Interest income is over budget by $11k. 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 $36k. KH received a grant for the Forestview heat upgrade project of $125k.
$2,066	Management Fees	Management fees are slightly over budget, timing.
$889,100	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.
($75,325)	Vacancy Loss (reduction to revenue)	Vacancy Loss (higher than budget is more of a reduction to revenue): KAHP budget = $5k, year to date vacancy= $28k, over budget by $25k CST budget = $189k, year to date vacancy= $156k, over budget by $51k BBW budget = $18k, year to date vacancy= $18k, over budget by $5k BBE budget = $20k, year to date vacancy= $10k, under budget by $3k
($2,121)	Tenants Charges	Tenants Charges (laundry, damages, other fees) more than expected.
($202)	Admin Funding	HUD Section 8 is over budget by $5k and Mainstream admin funding is under budget by $10k, related to timing. The new Mainstream17 program is over budget by $4k due to slow start to leasing. NEDs is on budget.
$891,980	**Higher than Budget**	**Operating Revenue**
$79,108	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
$1,149,827	MTW Transfer	The 2019 MTW Non-HAP funding budget is $757k used for Non-HAP initiatives. KAHP/RB Capital Impr, Resident Serv, KHKC = $588k actual
$2,258,554	**Higher than Budget**	**Total Revenue**

Keene Housing

OPERATING EXPENSES are $9.7m a net increase of $478k as compared to the budget of $9.2m. The most significant changes are related to:

VARIANCES for Expense categories (Less)/Higher than Budget		
($90,127)	Admin Expenses	Administrative Expense are all under budget, Capital Needs Assessments consulting over by $8k, Technical Assistance over by $18k, and Development Consulting over by $9k and will be reimbursed. Software upgrades are pending so it is under budget by $50k as of now.
($47,785)	Payroll and Benefits	Benefit Expenses are under budget by $65k. Salaries are over budget by $18k, timing.
($9,786)	Utilities Expenses	Fuel Expense is under budget by $24k. Water & Sewer over budget by $20k. Electric is under budget by $6k.
($60,875)	Maint Expenses	Maintenance Expenses under budget by $86k: Materials by $16k, Security $17k, Electrician $12k, Flooring $6k, Snow removal $12k, Contract Maint $13k, Vehicle repairs $5k.
		Maintenance Expenses over budget by $16k: Misc Equip by $10k, Waste removal by $2k, Plumbing by $5k, Maint Repairs $6k.
($41,868)	Insurance Expenses	Insurance Expenses under budget due lower premiums.
$44,709	Property Tax Exp	Property Taxes over budget due to timing.
($4,221)	Partnership taxes	Taxes on budget
$479	Interest Expenses	Interest Expenses on budget
($24,054)	Resident services	Residential Services are running under budget, timing.
$13,632	Relocation Services	Relocation services are related to CST tenant moves, have been reimbursed from previous year.
($71,556)	HAP disbursements	HAP disbursements are higher on the Section 8 program by $30k and under budget on other voucher programs.
($291,452)	**Lower than Budget**	**Operating Expenses**
$98,225	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.
$671,431	MTW Transfer	The 2019 MTW Non-HAP funding budget is $757k used for Non-HAP initiatives. KAHP/RB Capital Impr, Resident Serv, KHKC = $588k actual
$478,204	**Higher than Budget**	**Total Expenses**

Keene Housing

Income Statement - Comparing Actuals to Budget - YTD - as of August 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)	122,395	1,185,584	1,618,051 Higher Revenue	554,863 Higher Expenses	Revenue is MTW transfer $558k in; then out to funds capital projects and KHKC. Dev Fee received $956k from old CST.
Monadnock Affordable (MAHC)	41,112	(22,167)	(62,814) Lower Revenue	466 Higher Expenses	
Keene Affordable (KAHP)	125,205	643,044	463,610 Higher Revenue	(54,560) Lower Expenses	Revenue has MTW transfer $331k in.
Meadow Road	26,961	54,551	(3,549) Lower Revenue	(31,136) Lower Expenses	
Roxbury St Shelter	14,019	6,735	(5,024) Lower Revenue	2,259 Higher Expenses	
Section 8 Voucher Program (MTW)	0	(64,542)	(37,297) Lower Revenue	27,246 Higher Expenses	
Mainstream Voucher Program	(7,853)	87,122	(1,405) Lower Revenue	(96,382) Lower Expenses	
Special Purpose Vouchers (Non-Elderly Disabled)	(9,417)	9,223	(3,635) Lower Revenue	(22,277) Lower Expenses	
Low Income Tax Credits Properties (LIHTC)					
Brookbend East	167,131	157,982	1,763 Higher Revenue	10,913 Higher Expenses	
Brookbend West	131,120	144,720	(14,367) Lower Revenue	(27,964) Lower Expenses	
Evergreen Knoll	67,291	58,937	(15,847) Lower Revenue	(7,493) Lower Expenses	
Riverbend	67,964	271,464	188,048 Higher Revenue	(15,450) Lower Expenses	Revenue has MTW transfer $202k in.
Stone Arch Family	68,851	(14,664)	(2,082) Lower Revenue	81,433 Higher Expenses	Expense includes incentive Management Fee budget=$0, Paid out $81k
Stone Arch Senior	44,790	30,655	9,193 Higher Revenue	23,330 Higher Expenses	Expense includes incentive Management Fee budget=$0, Paid out $19k
CST Housing	102,112	195,773	129,765 Higher Revenue	36,104 Higher Expenses	Revenue has $137k transfer in from escrow accounts from seller.
Non-Owned/Managed Properties					
Cottage Street	4,242	1,951	(3,669) Lower Revenue	(1,380) Lower Expenses	
Ashbrook	34,007	39,220	1,046 Higher Revenue	(4,167) Lower Expenses	
Emerald Street	17,747	7,425	(3,641) Lower Revenue	6,681 Higher Expenses	
Fairweather Lodge	(551)	4,140	409 Higher Revenue	(4,282) Lower Expenses	
TOTALS	1,017,126	2,797,153	2,258,554 Higher than Budget	478,204 Higher than Budget	

(a) excluding depreciation

Keene Housing

Cash Outlay - Year to Date - as of August 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	1,185,584	0	0	(37,510)	0	(1,091,404)	(4,212)		2,805,910	52,458
Monadnock Affordable (MAHC)	64,182	(22,167)	(12,508)	0	(3,308)	454,800	69,341	(280,692)	0	269,648	205,466
Keene Affordable (KAHP)	440,037	643,044	(124,817)	(53,771)	(584,825)	0	(43,770)	(95,074)	0	180,824	(259,213)
Meadow Road	17,253	54,551	(21,833)	31,648	(33,744)	0	(4,741)	(10,749)	0	32,385	15,132
Roxbury St Shelter	27,477	6,735	(1,113)	0	0	0	3,482	(182)	0	36,399	8,922
Section 8 Voucher Program (MTW)	87,255	(64,542)	n/a	n/a	n/a	n/a	60,298	184,292	0	267,303	180,048
Mainstream Voucher Program	147,371	87,122	n/a	n/a	n/a	n/a	(129,403)	(127)	0	104,963	(42,408)
Special Purpose Vouchers (Non-Elderly Disabled)	125,807	9,223	n/a	n/a	n/a	n/a	(77,398)	(325)	0	57,307	(68,500)
Low Income Tax Credits (LIHTC)											
Brookbend East	243,026	157,982	(102,107)	(17,632)	(185)	(91,627)	(14,372)	28,775	0	**203,860**	(39,166)
Brookbend West	174,789	144,720	(84,889)	(2,309)	0	(78,374)	(23,981)	(5,290)	0	**124,666**	(50,123)
Evergreen Knoll	31,379	58,937	(14,276)	(20,536)	(1,293)	0	(12,563)	444	0	**42,092**	10,713
Riverbend	49,171	271,464	(30,909)	(10,683)	(209,201)	0	(11,797)	(34,734)	0	**23,311**	(25,860)
Stone Arch Family	155,249	(14,664)	(2,951)	(7,056)	0	(8,969)	3,868	4,724	0	**130,201**	(25,048)
Stone Arch Senior	85,751	30,655	(6,038)	(11,340)	0	(2,432)	1,351	12,151	0	**110,098**	24,347
CST Housing	0	195,773	1,421,382	(5,631)	(1,394,420)	0	(82,717)	66,379	0	**200,766**	200,766
Non-Owned/Managed Properties											
Cottage Street	791	1,951	0	368	(2,090)	0	3,607	(2,542)	0	**2,085**	1,294
Ash Brook	27,280	39,220	(20,266)	(6,720)	(20,000)	0	(518)	(1,581)	0	**17,415**	(9,865)
Emerald Street	18,621	7,425	(12,290)	21,613	(24,299)	0	3,559	(7,043)	0	**7,586**	(11,035)
Fairweather Lodge	2,617	4,140	0	2,855	(4,255)	0	972	(114)	0	**6,215**	3,598
TOTAL	4,451,508	2,797,153	987,385	(79,194)	(2,315,130)	273,398	(1,346,186)	(145,900)	0	4,623,034	171,526

(a) excluding depreciation

Keene Housing

Balance Sheet Summary - Assets - as of August 31, 2019

Program/Property	ACTUALS								
	Cash Unrestricted (a)	Cash Restricted (b)	Replacement Reserves	Operating Reserves	Residual Receipts	Receivables and Prepaids (c)	Fixed Assets (d)	Other Assets (e)	Total Assets
Keene Housing									
Central Office (Locals)	1,711,617	1,094,293	0	0	0	11,661,924	167,540	438,324	15,073,698
Monadnock Affordable (MAHC)	269,648	0	0	0	0	960,723	1,330,077	991,712	3,552,160
Keene Affordable (KAHP)	180,824	210,791	823,199	0	0	370,269	18,414,946	12,869	20,012,898
Meadow Road	32,385	55,676	23,050	0	0	10,269	643,804	0	765,184
Roxbury St Shelter	36,399	0	0	0	0	0	375,450	0	411,849
Section 8 Voucher Program (MTW)	267,303	0	0	0	0	36,883	417	0	304,603
Mainstream Voucher Program	104,963	0	0	0	0	130,309	0	0	235,272
Special Purpose Vouchers (Non-Elderly Disabled)	57,307	0	0	0	0	78,540	0	0	135,847
Low Income Tax Credits (LIHTC)									
Brookbend East	203,860	36,516	193,989	201,427	0	22,516	5,591,768	53,565	6,303,641
Brookbend West	124,666	44,882	111,713	180,771	0	13,504	5,207,685	34,779	5,718,000
Evergreen Knoll	42,092	35,764	200,385	88,906	0	9,718	2,729,191	2,129	3,108,185
Riverbend	23,311	45,311	89,654	51,606	0	12,307	1,900,921	0	2,123,110
Stone Arch Family	130,201	34,517	72,413	84,034	0	14,044	2,575,834	5,036	2,916,079
Stone Arch Senior	110,098	40,437	133,727	126,676	0	7,564	2,858,120	11,390	3,288,012
CST Housing	200,766	150,674	5,662	0	-	(67,988)	1,394,420	0	1,683,534
Non-Owned/Managed Properties									
Cottage Street (MFS)	2,085	3,551	11,336	12,822	6,205	1,175	386,743	4,500	428,417
Ash Brook (MHO)	17,415	21,658	90,507	0	9,130	7,920	588,903	4,965	740,498
Emerald Street (CHO)	7,586	11,983	52,683	0	2,501	(1,752)	149,815	0	222,816
Fairweather Lodge (CHO)	6,215	2,553	6,683	0	0	867	25,122	0	41,440
TOTALS	**3,528,741**	**1,788,606**	**1,815,001**	**746,242**	**17,836**	**13,268,792**	**44,340,756**	**1,559,269**	**67,065,243**

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

Keene Housing

Balance Sheet Summary - Liabilities - as of August 31, 2019

Program/Property	ACTUALS						
	Payables Vendors, Tenants	Payables Development fees	Accrued Liabilities	Loans	Capital and Retained Earnings	Net Income Current Year	Total Liabilities
Keene Housing							
Central Office (Locals)	0	0	24,088	0	13,889,833	1,159,776	15,073,697
Monadnock Affordable (MAHC)	300,768	0	6,499	475,547	2,824,166	(54,819)	3,552,161
Keene Affordable (KAHP)	(3,756)	0	128,498	15,479,639	4,338,808	69,709	20,012,898
Meadow Road	0	0	90,117	456,614	192,799	25,655	765,185
Roxbury St Shelter	38,473	0	872	277,835	110,288	(15,619)	411,849
Section 8 Voucher Program (MTW)	37,982	0	197,734	0	134,096	(65,209)	304,603
Mainstream Voucher Program	0	0	642	0	147,508	87,122	235,272
Special Purpose Vouchers (Non-Elderly Disabled)	67,664	0	1,422	0	57,537	9,223	135,846
Low Income Tax Credits (LIHTC)							
Brookbend East	0	0	43,418	957,678	5,274,711	27,825	6,303,632
Brookbend West	0	0	27,729	1,462,820	4,201,224	26,227	5,718,000
Evergreen Knoll	500	0	26,540	1,755,043	1,363,350	(37,249)	3,108,184
Riverbend	126,000	0	24,766	984,815	781,971	205,557	2,123,109
Stone Arch Family	784	0	21,448	587,375	2,395,061	(88,589)	2,916,079
Stone Arch Senior	16,268	0	27,688	516,097	2,771,720	(43,761)	3,288,012
Central Square Terrance	2,965	0	63,414	1,421,382	-	195,773	1,683,534
Non-Owned/Managed Properties							
Cottage Street	0	0	79	484,630	(50,313)	(5,979)	428,417
Ash Brook	0	0	17,610	722,186	(6,629)	7,331	740,498
Emerald Street	2,699	0	9,135	122,658	86,798	1,527	222,817
Fairweather Lodge	0	0	3,464	0	36,205	1,771	41,440
TOTALS	**590,347**	**0**	**715,163**	**25,704,319**	**38,549,133**	**1,506,271**	**67,065,233**

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		$8,676
Copier/Printer Leases	US Bank	10/5/2014-10/5/2019	10/5/2019	remaining renewal options: 0		$12,063
Copier/Printer Leases	US Bank	10/5/2014-10/5/2019	10/5/2019	remaining renewal options: 0		$121
Copier/Printer Leases	US Bank	10/5/2014-10/5/2019	10/5/2019	remaining renewal options: 0		$1,101
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

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
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	
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	

Community Connections Dashboard Report

March 1, 2019 ~ August 31, 2019

Dashboard Report Notes:

Households Served by Property

Includes the number of residents who are actively receiving ongoing assistance needing repeated visits to Community Connections office. Report shows consistent numbers from last report to this report. Central Square Terrace continues to be the highest number of households served.

Number of Referral by Referral Type

Includes all referrals for elderly/disabled for properties and private market. Referrals include, but not limited to, help with benefits, connection to community agencies for additional supports, to voucher holders needing assistance with their housing search.

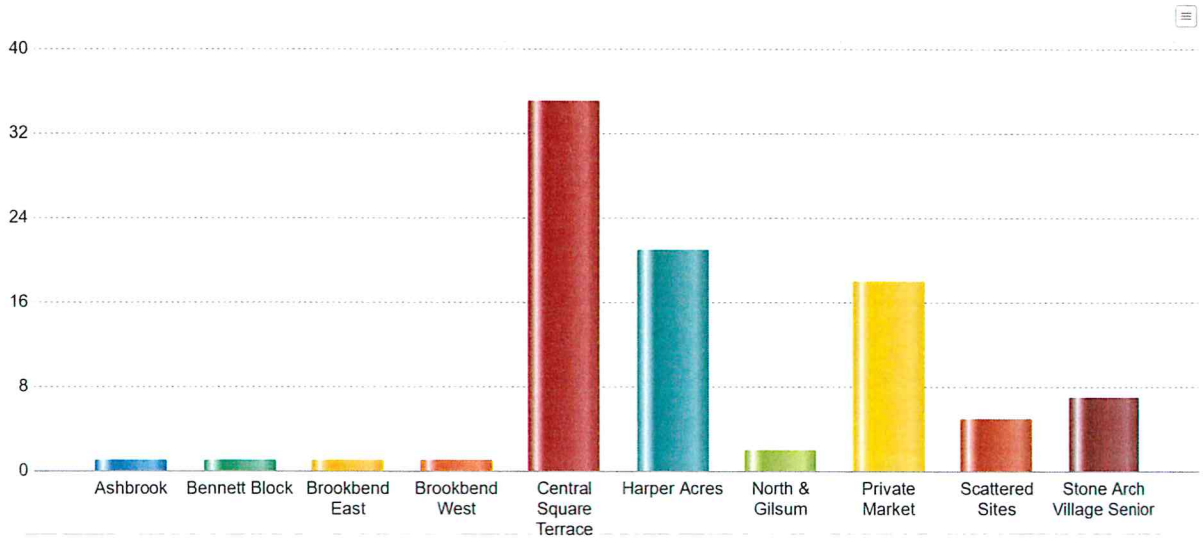
- Report shows increases in referral types across all property types over the last six months.
- Increase in housing search assistance include some of the individuals who have been issued a 2017 Mainstream voucher. KH has agreements in place with MFS, Hundred Nights and SCS to assist these voucher holders in finding housing. Referral is made to Community Connections to ensure individual case managers are providing this assistance and provide support and resources when needed.

Types and Numbers of Events by Property

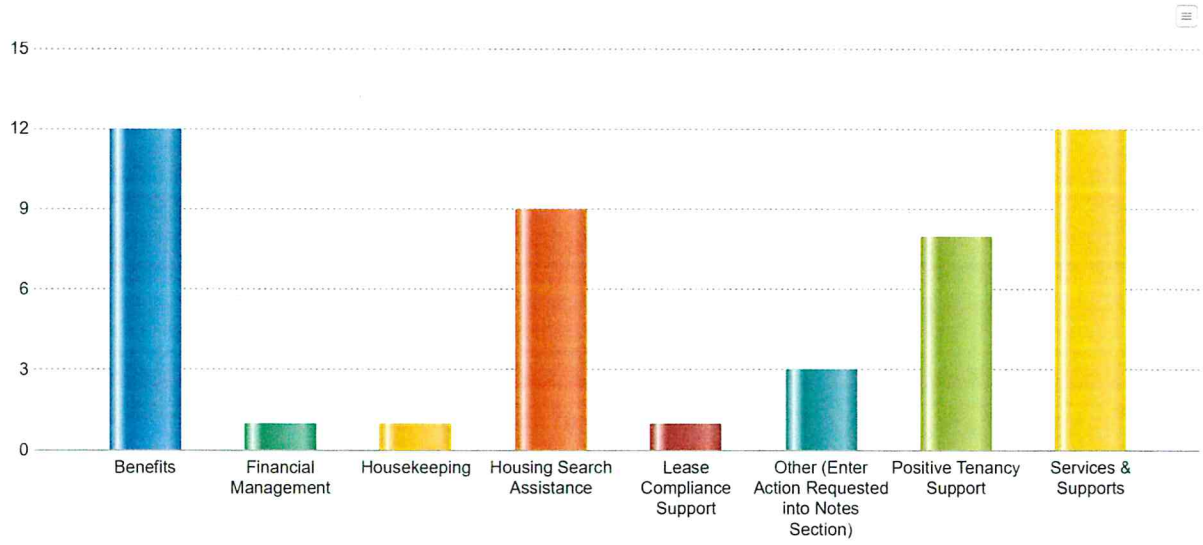
- CST and Stone Arch Senior shows little to no change in the number of groups and group attendance.
- Harper Acres shows an increase in the number of groups and the number of attendees to the groups. This is due to a few residents who have come forward with ideas for activities as well as volunteering to run the groups.
- Connected with Humana Insurance Community Education and was able to have two educational groups each at CST, Harper Acres and Stone Arch Senior. Group topics were "Stretching Your Food Dollars" and "How to Protect Yourself from Scams."

Community Connections Biannual Dashboard Report

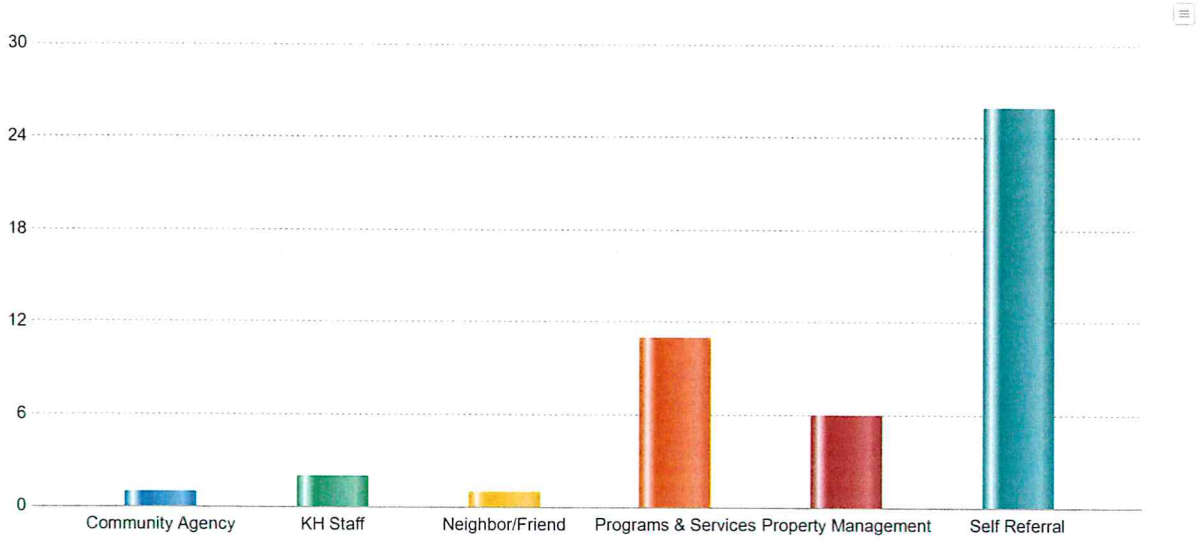
Number Households Served by Property



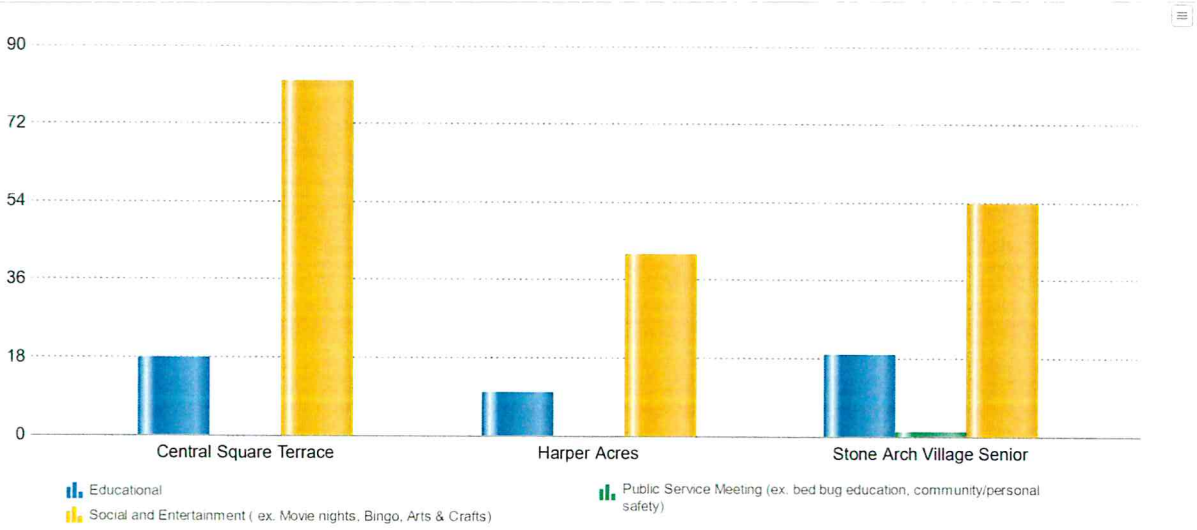
Number of Referrals by Referral Type



Referral By Source



Number and Types of Events by Property



SEPTEMBER 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Office Closed Labor Day	3	4 CST Game Night Evergreen & Riverbend Garden Meetings	5 CST Bingo N&G and Brookbend Garden Meetings	6 CST Garden Meeting	7
8 Harper Acres Crochet Night	9 SAVS Bingo & Garden Meeting	10 CST Cooking Group	11 CST Game Night Evergreen & Riverbend Garden Meetings	12 CST Bingo N&G and Brookbend Garden Meetings	13 CST Garden Meeting & Holiday Craft Meeting	14
15	16 SAVS Bingo & Garden Meeting	17 CST Planning Meeting & Card Making	18 CST Game Night Evergreen & Riverbend Garden Meetings SAVS Potluck	19 Board of Commissioners Meeting CST Bingo SAVS Planning Meeting	20 CST Garden Meeting Harper Acres Coloring Group	21
22 Harper Acres Crochet Night	23 SAVS Bingo & Garden Meeting	24 CST Craft Group	25 CST Game Night Evergreen & Riverbend Garden Meetings	26 CST Bingo N&G and Brookbend Garden Meetings	27 CST Garden Meeting SAVS Craft Group	28
29	30 SAVS Bingo & Garden Meeting					

Keene Housing

OCTOBER 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 CST Game Night Evergreen & Riverbend Garden Meetings	3 CST Bingo N&G and Brookbend Garden Meetings	4 CST Garden Meeting	5
6	7 SAVS Bingo & Garden Meeting	8	9 CST Game Night Evergreen & Riverbend Garden Meetings	10 CST Bingo N&G and Brookbend Garden Meetings	11 CST Garden Meeting	12
13	14 SAVS Bingo & Garden Meeting	15	16 CST Game Night Evergreen & Riverbend Garden Meetings	17 CST Bingo N&G and Brookbend Garden Meetings	18 CST Garden Meeting	19
20	21 SAVS Bingo & Garden Meeting	22	23 CST Game Night Evergreen & Riverbend Garden Meetings	24 Board of Commissioners Meeting	25 CST Garden Meeting	26
27	28 SAVS Bingo & Garden Meeting	29	30 CST Game Night Evergreen & Riverbend Garden Meetings	31 CST Bingo N&G and Brookbend Garden Meetings		

Keene Housing