Keene Housing

Keene Housing
Board of Commissioners Annual Meeting
May 20, 2021

Butterfly Garden at Central Square Terrace

Online Access: www.zoom.us/join
Enter Meeting ID: 893 7235 7316 Password: 156269
To Access by Phone: 1-646-558-8656
To Report a Technical Issue, Please Call: 603-313-0214

Keene Housing

Board of Commissioners Meeting
Thursday, May 20, 2021
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Keene Housing

BOARD OF COMMISSIONERS ANNUAL MEETING
THURSDAY, MAY 20, 2021
5:30 P.M.
Online Access: www.zoom.us/join
Enter Meeting ID: 893 7235 7316 Password: 156269
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To Report a Technical Issue, Please Call: 603-313-0214

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the April 22, 2021 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 Election of Officers (Resolution No. 696)

b. Approval of Occupancy Rules Handbook Revisions (Resolution No. 697)

c. Approval of 2021 Capital Budget Revision (Resolution No. 698)

d. Informational Memo: Status of Cheshire Housing Trust Transition

e. Informational Memo: Refinancing of the Brookbend East Property

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
Zoom Meeting/Conference Call
Thursday, April 22, 2021

Chairperson Mack called the Keene Housing Board of Commissioners meeting to order at 12:10 p.m. Roll was taken and Chairperson Mack declared a quorum present.

Commissioners in attendance:
- J.B. Mack, Chairperson
- Chris Coates, Vice Chairperson
- Bob Elliott, Commissioner

Absent:
- Susan Shaw, Commissioner
- Pam Slack, Commissioner

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

MINUTES:

Chairperson Mack called for approval of the March 18, 2021 Board of Commissioners meeting minutes. Commissioner Elliott made a motion to approve the minutes. Vice Chairperson Coates seconded the motion, which upon being put to vote, the minutes passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Secretary Meehan stated President Biden's Infrastructure Bill includes potential funding for housing and expanding broadband access. Keene Housing is monitoring the Bill and plans to advocate with elected officials on behalf of residents, voucher holders and rural communities.

The American Rescue Plan Act includes $5 billion in new vouchers to assist people affected by COVID-19. The award of the temporary vouchers is expected soon. The temporary vouchers have specific eligibility criteria and Keene Housing needs to decide whether to accept the award because it may affect utilization.

Secretary Meehan stated there are no significant changes in the monthly COVID-19 impact analysis monitoring monthly interims, rent collection rates, late notices, Safety Net subsidy adjustments, and Housing Assistance Payments (HAP).

Secretary Meehan stated remaining CARES Act funds must be spent by December 31, 2021. Keene Housing plans to use funds to build an onsite property management office at Riverbend, purchase enterprise software upgrades and expand the Broadband Assistance Program to Resident Self Reliance (RSR) participants.

Bennett Block bids came in significantly lower than expected and Keene Housing has

$180,000 to invest back into the project. Community Development Finance Authority (CDFA) has a rule stating a change order cannot exceed 15% of the project. Keene Housing submitted an appeal to CDFA to authorize approval of the change order. CDFA approved the request and required Keene Housing to execute a separate contract with the general contractor for the extra work.

The estimated date to execute the purchase and sale of Emerald House is extended through May 2021. Additional documentation was sent to HUD and the Keene Housing is awaiting approval.

Cedric Dancy, the Property Manager who was hired for Central Square Terrace and Brookbend East and Brookbend West is no longer employed by Keene Housing. The Agency reposted the job opening and is struggling to find the right candidate.

Keene Housing may be able to use its Moving to Work (MTW) flexibility to provide housing assistance to Cheshire County Drug Court participants to help them succeed and stay out of prison. If approved, the pilot program would be included in the Keene Housing's Fiscal Year 2022 MTW Plan. Due to the lack of engagement from local school districts, Keene Housing proposed initiative to help homeless children secure a place to live while in school is delayed.

The Board had a preliminary discussion about acquiring and rehabilitating scattered sites.

MANAGEMENT REPORT:

No discussion items presented.

FINANCE REPORT:

No discussion items presented.

NEW BUSINESS:

Informational Memorandum: Quarterly Safety/Risk Management Report

No discussion items presented.

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 Elliott made a motion to adjourn the meeting. Vice Chairperson Coates seconded the motion, which upon being put to vote, was passed unanimously. There being no further business, Chairperson Mack adjourned the Board meeting at 12:58 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

4/26/21
Date

Keene Housing

Resolution No. 696

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   Approval to Adopt Slate of Officers

2. Date of Board Meeting: May 20, 2021

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners adopts the slate of officers as presented, pursuant to the April 29, 2021 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: 4/29/2021

6. Statement of availability of funds by Director of Finance

   Funds Budgeted and Available Yes ☐ No ☐ Source _____

   Account #_____

   Director of Finance Approval Signature _____ Date: _____

7. Executive Director Approval Signature _____ Date: 5/4/21

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Amy Wright, Director of Administration
Subject: Approval to Adopt Slate of Officers
Date: April 29, 2021

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

Chairperson: J.B. Mack
Vice Chairperson: Chris Coates
Secretary: Joshua Meehan

Commissioners: J.B. Mack, Chris Coates, Pam Slack, Bob Elliott and Susan Shaw

RECOMMENDATION

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

Resolution: That the Keene Housing Board of Commissioners adopts the slate of officers as presented, pursuant to the April 29, 2021 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director.

Keene Housing

Resolution No. 697

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   Approval of Occupancy Rules Handbook Revisions

2. Date of Board Meeting: May 20, 2021

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners approve and adopt the revised Occupancy Rules Handbook; and further authorize the Executive Director to make any technical corrections necessary pursuant to the memorandum dated May 3, 2021 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: 5-3-21

6. Statement of availability of funds by Director of Finance

   Funds Budgeted and Available Yes ☐ No ☐ Source _____

   Account # _____

   Director of Finance Approval Signature _____ Date: _____

7. Executive Director Approval Signature _____ Date: 5/3/2021

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Denise Pratt, Director of Housing and Services
Subject: Occupancy Rules Handbook
Date: May 3, 2021

This memorandum recommends that the Board of Commissioners adopts the updated and revised Occupancy Rules Handbook (ORH) that is an addendum to the KH Lease.

The ORH is subject to periodic review and revision and is updated and revised as required by KH's Tenant Selection and Occupancy Plan (TSOP), the U.S. Department of Housing and Urban Development (HUD), the Low-Income Housing Tax Credit (LIHTC) and HOME program regulations as well as to incorporate KH resident communication objectives ensuring that residents clearly understand, and have ready access to, KH procedures and policies.

BACKGROUND

Per policy the ORH is attached to the lease and reviewed in detail with new tenants during the leasing process. In addition, tenants are reminded of their obligations to abide by the terms of their lease through regular memos, letters, flyers posted on property bulletin boards, seasonal articles in the *Heard it Through the Grapevine* newsletter and social media postings. Non-compliance with the terms of the lease can result in charges to the tenant, and in some cases, eviction.

Surveillance Cameras

In mid-2020 CHA Consulting completed an evaluation of the security risks at each property in KH's portfolio. CHA made recommendations for security camera installations at several KH properties. Pursuant to the Board approved 2021 Capital Budget, camera installations have begun. CHA is managing the security camera project bidding, award, and installation process. The first cameras were installed at Brookbend East with installations scheduled for eight additional properties this year.

Although there were already camera systems at a few KH properties, KH did not have a written policy addressing how the cameras were being used or under what circumstances law enforcement, courts, residents, or property guests could (or could not) access camera footage. KH solicited legal opinions and example policies from other Public Housing Authorities through the Housing and Development Law Institute (HDLI) listserv. The responses and example policies were then shared with KH's attorney, Adam Kossayda from Bragdon and Kossayda, P.C. Attorney Kossayda then drafted language for the ORH and the Tenant Selection and Occupancy Plan (TSOP). An appendix will be added to the TSOP to clarify how the cameras will be used or under what circumstances law enforcement, courts, residents, or property guests could (or could not) access camera footage.

The revision to the ORH adds a section on surveillance cameras containing information on the location of the cameras, under what circumstances KH will release copies of recording(s), and when and how the recordings will be used. The proposed revision is located on page 17 of the revised ORH included in your Board packet.

Rent Payment Options

KH will be offering additional options for tenants to pay their rent and security deposits. RentPayment is a secure payment option for tenants to use to make payments to KH by accessing a website or downloading a mobile app or using a Call Center. Tenants can securely pay their rent from anywhere using: Check Scanning (no cost), ACH (no cost), debit card or government benefit card (1% fee which KH is paying), credit card (2.95% fee to tenant), or cash using Moneygram at a local retailer ($3.50 fee which is the same price as money orders).

There are additional features offered in this software ranging from setting up an ongoing auto-withdrawal schedule, making a one-time payment, and receiving email or text reminders when rent is due. Currently tenants have the option to pay their rent by mailing or hand delivering a personal check, money order or cash. KH has been offering a program for many years to tenants to have an automatic electronic deduction taken from their bank accounts, however this is managed by KH not the tenant. This new payment option puts control into the tenants' hands and offers more flexibility. The proposed revision is located on pages 5 & 6 of the revised ORH included in your packet.

CONCLUSION

The Occupancy Rules Handbook contains two substantive changes.

RECOMMENDATION

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

Resolution: That the Keene Housing Board of Commissioners approve and adopt the revised Occupancy Rules Handbook; and further authorize the Executive Director to make any technical corrections necessary pursuant to the memorandum dated April 26, 2021 from Denise Pratt, Director of Housing and Services, to Joshua R. Meehan, Executive Director.

Keene Housing

Resolution No. 698

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item: 2021 Capital Budget Revision

2. Date of Board Meeting: May 20, 2021

3. Proposed Board Resolution:

That the Keene Housing Board of Commissioners, authorizes the adoption of the proposed revised consolidated Keene Housing 2021 Capital Budget as presented, and further authorizes the Director of Finance to make necessary line item adjustments at the discretion of the Executive Director not to exceed the aggregate total by $50,000, pursuant to the May 13, 2021 memorandum from Linda Griffin, Finance Director to Joshua Meehan, Executive Director.

4. All Backup Attached?

Yes X No ☐

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

5. Department Head Approval Signature _____ Date: _____

6. Statement of availability of funds by Finance Manager

Funds Budgeted and Available Yes XX No __ Source attached

Account # _____

Finance Manager Approval Signature _____ Date: 5/13/2021

7. Executive Director Approval Signature _____ Date: 5/14/2021

Keene Housing

MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Linda Griffin, Finance Director
Cc: Sandy Clark, Director of Facilities and Assets
Subject: 2021 Capital Budget Revision
Date: May 13, 2021

This memorandum proposes a 2021 capital budget revision to the previously approved Keene Housing (KH) capital budget approved by the Board of Commissioners at the December 17, 2020 Commissioners' meeting. The proposed net increase to the capital improvements budget is $220,000, please refer to the attached listing for details.

FUNDING SUMMARY:
The Board approved the KH capital budget with the assumed funding sources for 2021 capital improvements totaling $2,856,500. KH recently received the 2021 approved funding letter from HUD for the Moving to Work (MTW) Housing Choice Voucher program and the funding is an increase of $313k. In addition, there is an additional $228k available in 2021 related to MTW funds that were carried over from 2020. KH's Restated and Amended MTW Agreement with the U.S. Department of Housing and Urban Development permits KH to use unspent MTW funds on a host of approved activities including making capital improvements to KH's affordable housing stock.

CAPITAL IMPROVEMENTS PROPOSED REVISION:

1. KH is proposing to increase the scope of work on the Bennett Block rehabilitation project, currently underway, to include: unit door replacements, kitchen cabinets and sinks, bathroom showers, toilets, vanity tops and bases. KH will is entering into a second contract with the current general contractor, Schroeder Construction, for the additional work. A revision totaling $170,000 is being requested for the 2021 budget. These additional funds will allow KH to maximize the scope of improvements at Bennett Block while the building is vacant.
2. KH is also proposing to finalize the design/bid documents for two projects that were started in 2020 and, planned for construction in 2021, but deferred due to COVID-19. These projects are the North & Gilsum heat pump project and the Scattered Site modernization project. KH will be funding these two projects fully in 2022 along with support from the EverSource rebate program. A revision totaling $50,000 is being requested for the 2021 budget. Completing the design work this year will position us well to bid the projects out as early as possible in late 2021 or early 2022. As we learned from the Bennett Block bidding process, the earlier bids are published, the more competitive and numerous the bids we receive.

RECOMMENDATION

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

> **Resolution**: That the Keene Housing Board of Commissioners, authorizes the adoption of the proposed revised consolidated Keene Housing 2021 Capital Budget as presented, and further authorizes the Director of Finance to make necessary line-item adjustments at the discretion of the Executive Director not to exceed the aggregate total by $50,000, pursuant to the May 13, 2021 memorandum from Linda Griffin, Finance Director to Joshua Meehan, Executive Director.

Keene Housing

INFORMATIONAL MEMORANDUM

To: Joshua Meehan
From: Linda Mangones, Special Adviser for Planning and Development
Subject: Status of Cheshire Housing Trust transition
Date: May 13, 2021

This information memorandum is provided to inform the Keene Housing Board of Commissioners of the progress that has been made to transfer nine Cheshire Housing Trust (CHT) properties to Keene Housing.

The following are some notable updates and/or next steps:

1. Six of the properties are located in Keene, and three are located in Marlborough. The total assessed value of the properties is a little over $2 million, and all currently pay full property taxes. CHT has more than $450,000 in cash assets including reserve funds held at New Hampshire Housing Finance Authority (NHHFA) for one property. Some of that cash will be needed for property taxes, prepayment of fuel oil, and other large expenses prior to the closing.

2. Keene Housing hired a consultant to perform inspections of the properties. Because most of the apartments were occupied, these inspections included only the exterior, the building systems, and the common spaces. The inspections showed that the properties were in good condition and identified a total of about $200,000 work that should be accomplished over the next ten years. KH will integrate this work into its 10-year capital plan.

3. KH staff have visited vacancies which were ready for occupancy in four properties and found that these apartments were in good condition.

4. The closing date for the transfer is now expected to be September 1, 2021. One CHT staff member is expected to join KH's Housing and Services staff, and the other is expected to retire.

5. Hampshire House has "must-pay" debt of $364,864 in a NHHFA HOME loan and about $49,000 in a private loan. These two loans will be paid off at the closing without the use of further borrowing. If more funds are needed at a later date, it would be easy for MAHC to borrow privately for this purpose. Hampshire House also has a NHHFA Land Use Restriction Agreement (LURA) which restricts the incomes and rents for the property. This will remain in effect until May 30, 2032

6. The Purchase and Sales Agreement is in the process of being finalized and should be complete soon. It has been discussed extensively and will get a final review and approval by the CHT board and MAHC prior to execution.

Keene Housing

INFORMATIONAL MEMORANDUM

To: Joshua Meehan, Executive Director
From: Linda Griffin, Director Finance
Subject: Refinancing of Brookbend East Property
Date: May 12, 2021

This memorandum is provided to request the approval of the Brookbend Affordable Housing Corporation to refinance the current loan on Brookbend East.

New Hampshire Housing Finance Authority (NHHFA) provided Brookbend East two loans at the time of construction. The first loan was paid off in 2021, and the second loan currently has a balance of $363,517 with an interest rate of 7%, maturing in 2044. The current credit markets are offering interest rates below 4% and we are always interested in reducing cost when it makes sense. KH discussed refinance options with NHHFA and they gave KH permission to refinance the loan with a commercial bank since NHHFA did not have a competitive product to offer us.

An 'Invitation to Bid' was sent out to Mascoma Bank, People's United Bank, Savings Bank of Walpole, NBT bank. We received proposals from all banks except NBT Bank. Mascoma Bank offered the most favorable terms and the proposal included three options for the terms of the loan: 5 year at 2.45%, 10 years at 2.95% and 15 years at 3.25%. We choose the option C with the fifteen-year maturity at a rate of 3.25% and a monthly payment of $2,566. The new payment would be similar to the current loan monthly payment of $2,661.

These options were discussed with Northern New England Housing Investment Fund (NNEHIF) as the limited partner for the Brookbend East Housing Assoc LP. They have changed their name to Evernorth. Evernorth is interested in maximizing the tax credit benefits for their investors, lower net income creates a greater tax benefit. Refinancing the loan with the fifteen-year option keeps payments as they currently are which will not affect the net income significantly. The LP's tax credit benefit will end after the 15 year compliance period which is in six years. Evernorth has provided their support to refinance the current loan with the proposed term of a 15 year loan with Mascoma Bank.

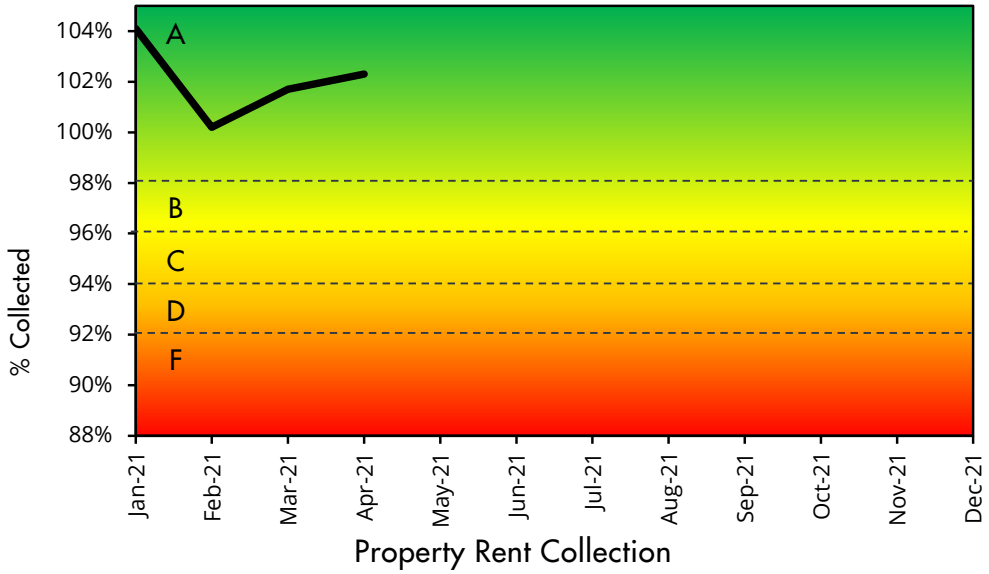
Keene Housing

MANAGEMENT REPORT
APRIL 2021

Residential Property Rent Collection Report
April 2021

Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$10,343	$10,343	100.0%	**A**	$41,507	$41,519	100.0%	**A**
Bennett Block	$676	$676	100.0%	**A**	$2,704	$2,704	100.0%	**A**
Brookbend East	$18,027	$20,000	110.9%	**A**	$70,883	$80,105	113.0%	**A**
Brookbend West	$13,993	$13,173	94.1%	**C**	$56,080	$56,840	101.4%	**A**
Central Square Terrace	$28,964	$29,296	101.1%	**A**	$114,422	$114,411	100.0%	**A**
Cottage Street	$1,428	$1,541	107.9%	**A**	$5,712	$5,554	97.2%	**B**
Evergreen Knoll LP	$12,084	$11,529	95.4%	**C**	$47,250	$47,545	100.6%	**A**
Forest View	$18,870	$24,676	130.8%	**A**	$71,736	$78,129	108.9%	**A**
Harper Acres	$43,781	$43,477	99.3%	**A**	$172,876	$172,501	99.8%	**A**
Meadow Road Apartments	$6,166	$6,216	100.8%	**A**	$23,983	$24,200	100.9%	**A**
North and Gilsum	$20,514	$20,848	101.6%	**A**	$80,481	$82,376	102.4%	**A**
Riverbend Apartments	$12,488	$14,218	113.9%	**A**	$49,427	$50,443	102.1%	**A**
Scattered Sites	$8,995	$9,010	100.2%	**A**	$36,502	$36,553	100.1%	**A**
Stone Arch Village Family	$12,116	$11,753	97.0%	**B**	$48,576	$48,827	100.5%	**A**
Stone Arch Village Senior	$11,980	$11,980	100.0%	**A**	$47,841	$47,911	100.1%	**A**
Totals	$220,425	$228,735	103.77%	A	$869,980	$889,617	102.3%	A

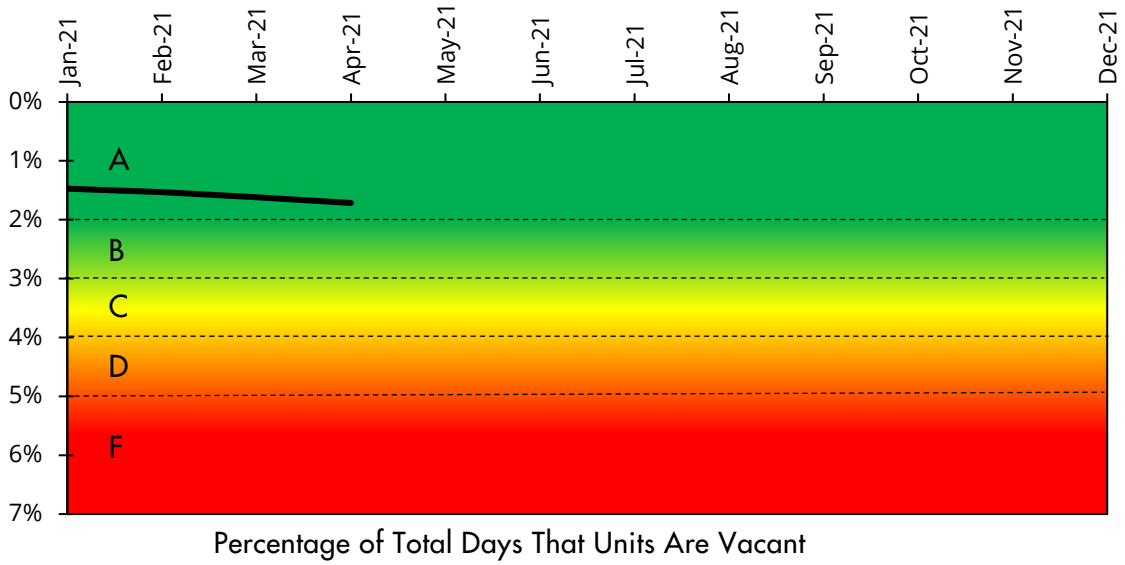
Active Households Only



Monthly Vacancy Report

April 2021

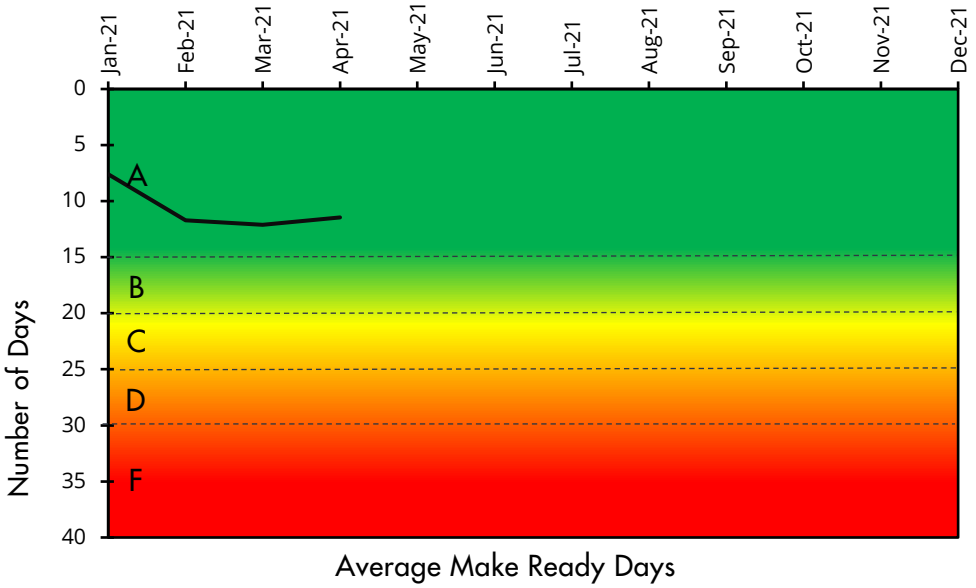
Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	720	30	4.2%	**D**	2.1%	**B**
Bennett Block	14	0	0	N/A	**NONE**	0.0%	**A**
Brookbend East	40	1200	30	2.5%	**B**	1.3%	**A**
Brookbend West	35	1050	29	2.8%	**B**	3.8%	**C**
Central Square Terrace	90	2700	90	3.3%	**C**	2.1%	**B**
Evergreen Knoll LP	32	960	46	4.8%	**D**	2.9%	**B**
Forest View	38	1140	22	1.9%	**A**	2.2%	**B**
Harper Acres	112	3360	45	1.3%	**A**	1.3%	**A**
Meadow Road Apartments	18	540	0	0.0%	**A**	1.3%	**A**
North and Gilsum	29	870	18	2.1%	**B**	1.3%	**A**
Riverbend Apartments	24	720	0	0.0%	**A**	0.7%	**A**
Scattered Sites	18	540	0	0.0%	**A**	1.3%	**A**
Stone Arch Village Family	24	720	0	0.0%	**A**	1.5%	**A**
Stone Arch Village Senior	33	990	0	0.0%	**A**	0.0%	**A**
Report Totals:	531	15,510	310	2.0%	A	1.7%	A



Percentage of Total Days That Units Are Vacant

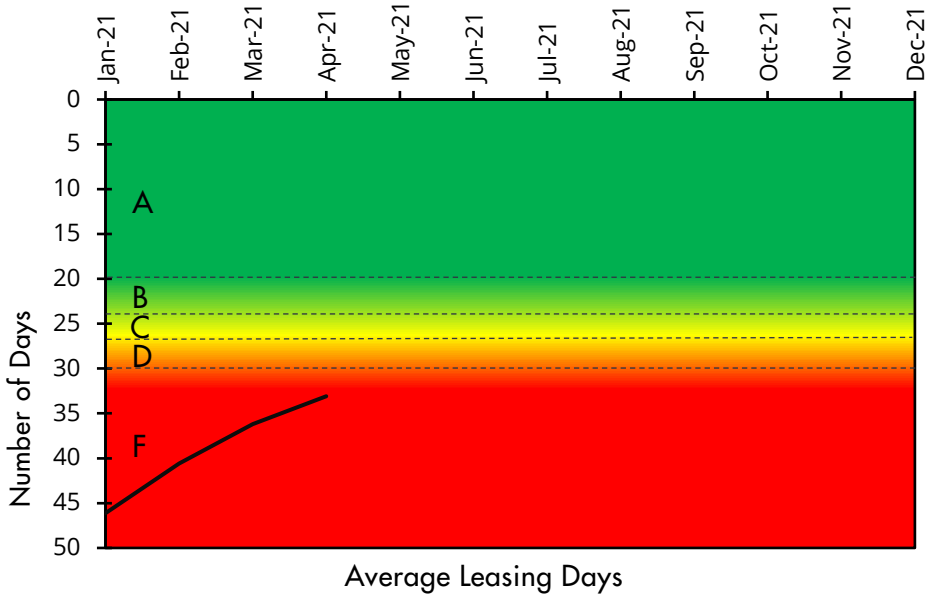
Unit Make Ready Days
April 2021

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	14	**A**
Bennett Block	0	-	0	-	**NONE**
Brookbend East	0	-	1	11	**A**
Brookbend West	0	-	2	20	**B**
Central Square Terrace	1	2	4	3	**A**
Evergreen Knoll LP	1	7	3	9	**A**
Forest View	1	14	3	21	**C**
Harper Acres	1	11	6	10	**A**
Meadow Road Apartments	0	-	0	-	**NONE**
North and Gilsum	0	-	1	18	**B**
Riverbend Apartments	0	-	0	-	**NONE**
Scattered Sites	0	-	0	-	**NONE**
Stone Arch Village Family	0	-	1	10	**A**
Stone Arch Village Senior	0	-	0	-	**NONE**
Report Totals:	4	9	22	11	A



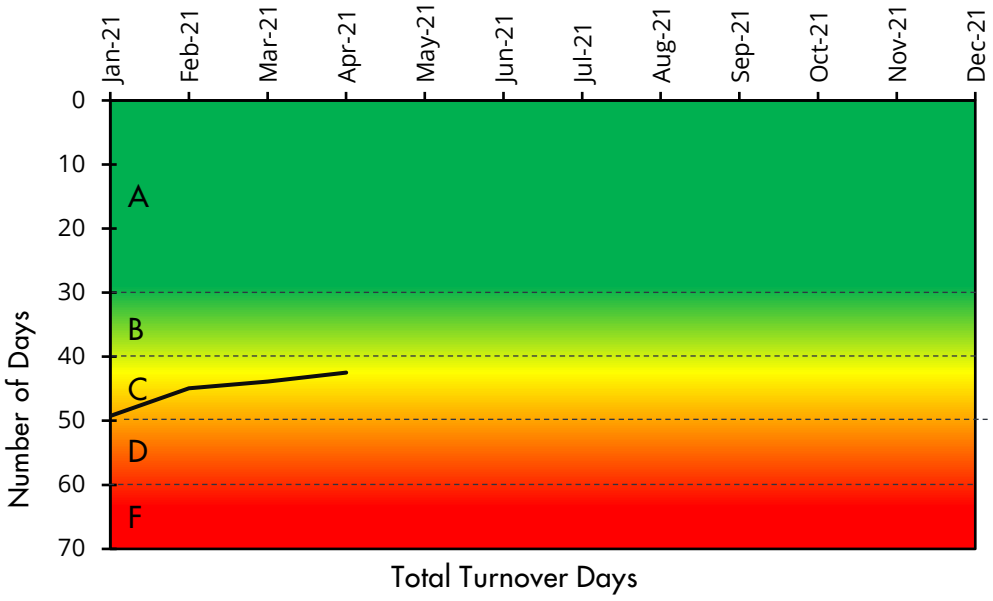
Leasing Days
April 2021

Community	Number of Units Leased	Average Leasing Days	YTD Number of Units Leased	YTD Avg Leasing Days	YTD Grade
Ash Brook Apartments	0	-	0	-	**NONE**
Bennett Block	0	-	0	-	**NONE**
Brookbend East	0	-	0	-	**NONE**
Brookbend West	1	59	3	54	**F**
Central Square Terrace	0	-	3	41	**F**
Evergreen Knoll LP	3	29	3	29	**D**
Forest View	1	3	3	12	**A**
Harper Acres	1	7	6	23	**B**
Meadow Road Apartments	0	-	1	58	**F**
North and Gilsum	1	26	1	26	**C**
Riverbend Apartments	0	-	1	51	**F**
Scattered Sites	0	-	1	52	**F**
Stone Arch Village Family	0	-	1	31	**F**
Stone Arch Village Senior	0	-	0	-	**NONE**
Report Totals:	7	26	23	33	F



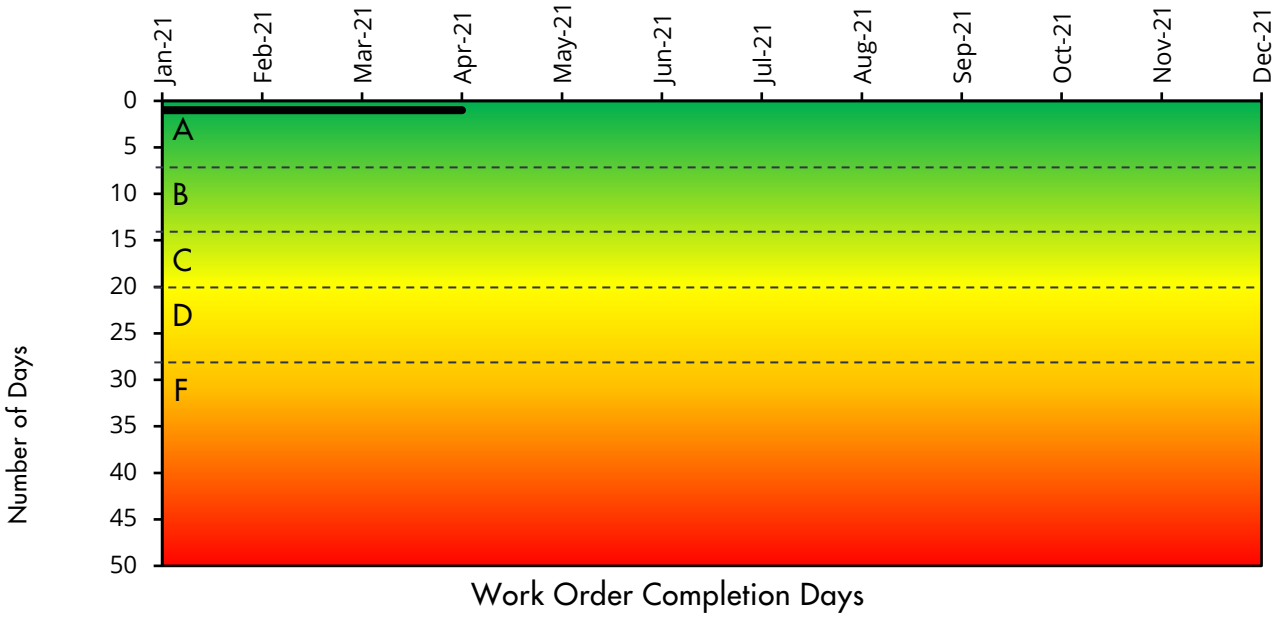
Unit Turnover
April 2021

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	-	0	-	**NONE**
Bennett Block	0	-	0	-	**NONE**
Brookbend East	0	-	0	-	**NONE**
Brookbend West	1	89	3	68	**F**
Central Square Terrace	0	-	3	42	**C**
Evergreen Knoll LP	3	37	3	37	**B**
Forest View	1	16	3	32	**B**
Harper Acres	1	17	6	32	**B**
Meadow Road Apartments	0	-	1	59	**D**
North and Gilsum	1	43	1	43	**C**
Riverbend Apartments	0	-	1	54	**D**
Scattered Sites	0	-	1	54	**D**
Stone Arch Village Family	0	-	1	40	**B**
Stone Arch Village Senior	0	-	0	-	**NONE**
Report Totals:	7	39	23	42	C



Residential Property Non-Emergency Work Order Completion Days
April 2021

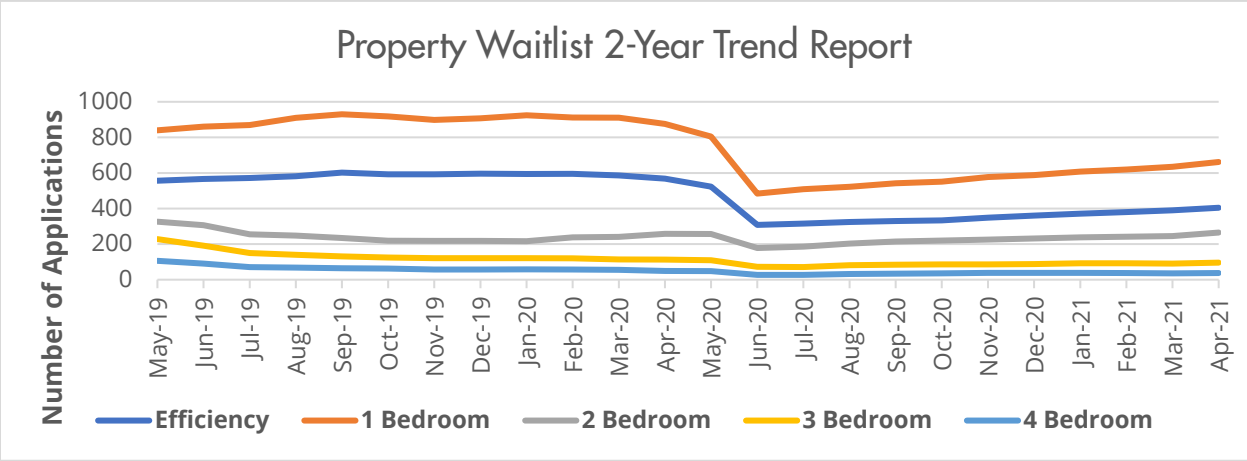
Community	Number of Work Orders	Avg Days to Complete	Monthly Grade	YTD Number of Work Orders	YTD Avg Days to Complete	YTD Grade
Ash Brook Apartments	22	1	A	46	1	A
Bennett Block	3	0	A	12	1	A
Brookbend East	9	0	A	36	1	A
Brookbend West	15	1	A	43	1	A
Central Square Terrace	30	0	A	139	1	A
Cottage Street	5	1	A	14	1	A
Emerald Street House	3	1	A	17	1	A
Evergreen Knoll LP	7	1	A	34	1	A
Forest View	27	1	A	68	1	A
Harper Acres	35	0	A	128	1	A
Keene Housing Main Office	5	1	A	14	1	A
Meadow Road	3	0	A	24	1	A
North and Gilsum	8	1	A	50	1	A
Riverbend Apartments	5	1	A	17	1	A
Scattered Sites	9	0	A	42	1	A
Stone Arch Village Family	8	1	A	26	1	A
Stone Arch Village Senior	20	0	A	64	1	A
Report Totals:	214	1	A	774	1	A

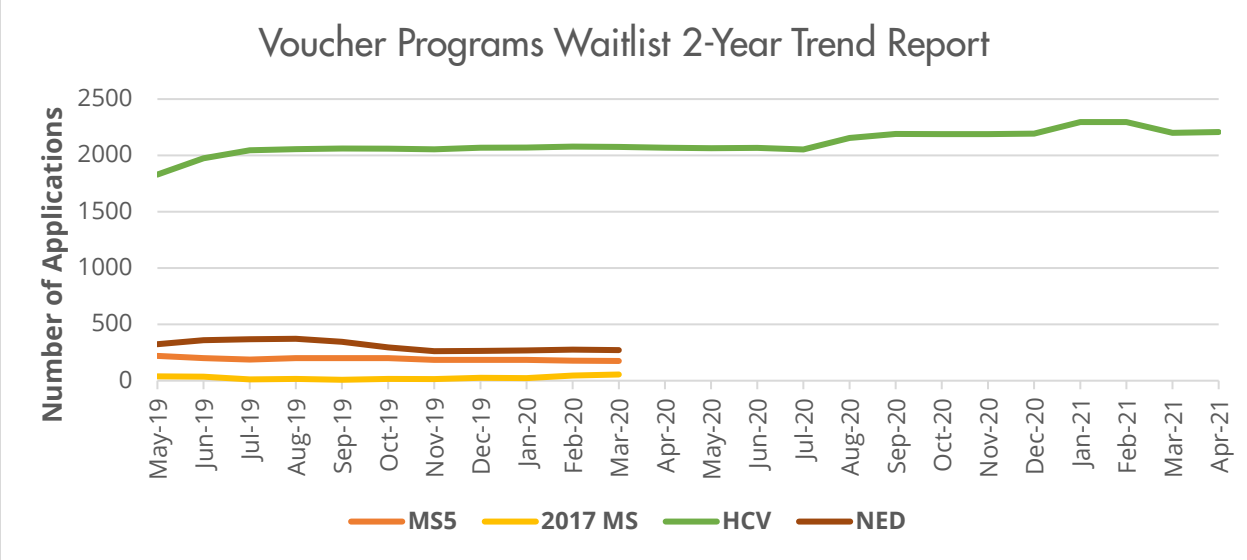


Residential Property Emergency Work Order Completion Days
April 2021

Community	Number of Work Orders	Average Days To Complete	Monthly Grade	YTD Number of Work Orders	YTD Average Days To Complete	YTD Grade
Ash Brook Apartments	1	0	P	4	0	P
Bennett Block	-	-	NONE	1	0	P
Brookbend East	-	-	NONE	3	0	P
Brookbend West	-	-	NONE	2	0	P
Central Square Terrace	2	0	P	13	0	P
Cottage Street	-	-	NONE	1	0	P
Emerald Street House	1	0	P	4	0	P
Evergreen Knoll LP	-	-	NONE	3	0	P
Forest View	3	0	P	11	0	P
Harper Acres	2	0	P	25	0	P
Keene Housing Main Office	-	-	NONE	-	-	NONE
Meadow Road	1	0	P	8	0	P
North and Gilsum	1	0	P	5	0	P
Riverbend Apartments	1	0	P	2	0	P
Scattered Sites	1	0	P	2	0	P
Stone Arch Village Family	2	0	P	2	0	P
Stone Arch Village Senior	3	0	P	6	0	P
Report Totals:	18	0	P	92	0	P

Waitlists Trend Report
April 2021





*Due to Mainstream Program requirements, Voucher Program waitlist was combined in March 2020

Housing and Services FY 2021 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	$419,418	$329,501	79%	581	$567	104%	559	$734	$89,917
February	$419,418	$328,994	78%	581	$566	104%	559	$253	$90,424
March	$528,490	$325,882	62%	581	$561	104%	559	$730	$202,608
April	$452,108	$320,099	71%	581	$551	104%	557	$747	$132,009
May									
June									
July									
August									
September									
October									
November									
December									
Total	$1,819,434	$1,304,476	72%	2324	$561	104%	2,234	$2,466	$514,958

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	$419,418	$323,911	77%	523	$619	94%	559	$734	$95,507
February	$419,418	$323,669	77%	523	$619	94%	559	$253	$95,749
March	$528,490	$320,347	61%	522	$614	93%	559	$730	$208,143
April	$452,108	$315,009	70%	519	$607	93%	557	$747	$137,099
May									
June									
July									
August									
September									
October									
November									
December									
Total	$1,819,434	$1,282,936	71%	2087	$615	93%	2,234	$2,465	$536,498

Affordable Housing Preservation Program (AHPP)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$15,540	$14,965	96%	17	$880	94%	18	$0	$575
February	$15,540	$15,228	98%	18	$846	100%	18	$0	$312
March	$16,095	$15,228	95%	18	$846	100%	18	$0	$867
April	$16,095	$15,228	95%	18	$846	100%	18	$0	$867
May									
June									
July									
August									
September									
October									
November									
December									
Total	$63,270	$60,649	96%	71	$855	99%	72	$0	$2,621

Non-Elderly Disabled (NED)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$60,728	$57,466	95%	100	$575	100%	100	$0	$3,262
February	$60,728	$57,022	94%	100	$570	100%	100	$44	$3,706
March	$59,832	$56,893	95%	100	$569	100%	100	$108	$2,939
April	$59,832	$56,505	94%	99	$571	99%	100	$44	$3,327
May									
June									
July									
August									
September									
October									
November									
December									
Total	$241,120	$227,886	95%	399	$571	100%	400	$196	$13,234

Mainstream (MS)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$27,140	$24,194	89%	44	$550	88%	50	$0	$2,946
February	$27,140	$24,281	89%	44	$552	88%	50	$0	$2,859
March	$25,694	$24,928	97%	45	$554	90%	50	$0	$766
April	$24,678	$25,529	103%	46	$555	92%	50	$0	($851)
May									
June									
July									
August									
September									
October									
November									
December									
Total	$104,652	$98,932	95%	179	$553	90%	200	$0	$5,720

2017 Mainstream (MS)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$29,132	$12,900	44%	21	$614	42%	50	$0	$16,232
February	$29,131	$12,328	42%	21	$587	42%	50	$0	$16,803
March	$28,069	$12,246	44%	21	$583	42%	50	$0	$15,823
April	$13,158	$12,246	93%	21	$583	42%	50	$0	$912
May									
June									
July									
August									
September									
October									
November									
December									
Total	$99,490	$49,720	56%	84	$592	42%	200	$0	$49,770

Foster Youth to Independence

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$2,126	$1,177	55%	2	$589	67%	3	$0	$949
February	$1,270	$1,177	93%	2	$589	67%	3	$0	$93
March	$855	$1,177	138%	2	$589	67%	3	$0	($322)
April	$855	$1,177	138%	2	$589	67%	3	$0	($322)
May									
June									
July									
August									
September									
October									
November									
December									
Total	$7,674	$4,708	106%	8	$589	67%	12	$0	$398

FY21 utilization targets are 98% in NEDs, 98% in AHPP, 93% in MTW without THASP, 103% with THASP, MS5 98% and 2017 MS 98%.

2020 Summary			
Program	UMA	UML	% UML
MTW	6859	6807	101%
NED	1200	1188	99%
AHPP	216	214	99%
MS5	600	580	97%
2017 MS	270	258	97%

Keene Housing

FINANCE REPORT
APRIL 2021

Keene Housing	KEENE HOUSING Consolidated			
	BALANCE SHEET - summary			
	Ending balance as of April 30, 2021	Ending balance as of December 31, 2020	$ Variance Incr/(Decr)	% Variance
ASSETS				
Total Current Assets	24,406,437	23,983,998	422,439	2%
Total Fixed Assets	54,251,741	54,737,924	(486,182)	-1%
Total Other Assets	1,537,748	1,536,659	1,089	0%
Total Assets	**$80,195,926**	**$80,258,580**	**-$62,654**	**0%**
LIABILITIES and EQUITY				
Total Current Liabilities	2,672,632	2,822,175	(149,544)	-6%
Total Long Term Liabilities	32,423,464	32,533,901	(110,437)	0%
Total Liabilities	**$35,096,096**	**$35,356,076**	**-$259,981**	**-1%**
Total Equity	**$45,099,831**	**$44,902,504**	**$197,326**	**0%**
Total Liabilities & Equity	**$80,195,926**	**$80,258,580**	**-$62,654**	**0%**

KEENE HOUSING AND COMPONENT UNIT ENTITIES		
Debt Current Ratio	8.10%	7.54%
Debt Current Ratio shows how many times an entity can cover current debt with cash and cash equivalents.		

Keene Housing	KEENE HOUSING AND COMPONENT UNIT ENTITIES				PARTNERSHIPS AND MANAGED ENTITIES			
	BALANCE SHEET - summary				BALANCE SHEET - summary			
	Ending balance as of April 30, 2021	Ending balance as of December 31, 2020	$ Variance Incr/(Decr)	% Variance	Ending balance as of April 30, 2021	Ending balance as of December 31, 2020	$ Variance Incr/(Decr)	% Variance
ASSETS								
Current Assets								
Cash and Cash Equivalents	7,588,863	6,509,383	1,079,479	14%	3,421,496	3,748,554	(327,058)	-10%
Accounts Receivables, Net	445,195	805,888	(360,693)	-81%	37,788	34,656	3,131	8%
Loan Reveivables	12,789,701	12,804,892	(15,191)	0%	(45)	-	(45)	100%
Prepaid Expenses	64,500	55,644	8,856	14%	58,938	24,980	33,959	58%
Other Assets	-	-	-	0%	-	-	-	0%
Total Current Assets	$20,888,259	$20,175,807	$712,452	3%	$3,518,177	$3,808,190	($290,013)	-8%
Long-Term Assets								
Fixed Assets	34,473,935	34,400,642	73,293	0%	41,010,687	40,977,038	33,648	0%
Construction In Process	274,175	215,715	58,460	21%	22,718	0	22,718	-100%
Accumulated Depreciation	(12,242,460)	(11,851,546)	(390,913)	3%	(9,287,312)	(9,003,925)	(283,387)	3%
Total Fixed Assets	$22,505,649	$22,764,810	($259,161)	-1%	$31,746,092	$31,973,113	($227,021)	-1%
Other Assets								
Deferred Fees	14,230	14,230	-	0%	581,327	580,238	1,089	0%
Investment LP - Riverbend	1,053,854	1,053,854	-	0%	-	-	-	0%
Invesetment - CST	-	-	-	0%	-	-	-	0%
Investment - Riverbend	26,306	26,306	-	0%	-	-	-	0%
CST Rehab	-	-	-	0%	-	-	-	0%
Amortization - Lease Comm	(2,072)	(2,072)	-	0%	(135,897)	(135,897)	-	0%
Total Other Assets	$1,092,318	$1,092,318	$0	0%	$445,430	$444,341	$1,089	0%
Total Assets	**$44,486,227**	**$44,032,936**	**$453,291**	**1%**	**$35,709,700**	**$36,225,645**	**($515,945)**	**-1%**
LIABILITIES								
Current Liabilities								
Accounts Payable	432,094	367,288	64,806	15%	46,135	329,331	(283,196)	-614%
Accrued Expenses	504,358	495,715	8,642	2%	1,690,045	1,629,842	60,203	4%
Total Current Liabilities	$936,452	$863,003	$73,449	8%	$1,736,180	$1,959,172	($222,993)	-13%
Long Term Liabilities			-	0%			-	0%
Notes Payable	17,984,894	17,735,574	249,320	1%	14,437,105	14,796,861	(359,756)	-2%
Other	1,466	1,466	-	0%	-	-	-	0%
Total Long Term Liabilities	$17,986,360	$17,737,040	$249,320	1%	$14,437,105	$14,796,861	($359,756)	-2%
Total Liabilities	$18,922,811	$18,600,043	$322,768	2%	$16,173,284	$16,756,033	($582,749)	-4%
EQUITY								
Capital Investments, Net of Distributions	17,350,691	17,350,691	-	0%	23,126,141	23,030,509	95,632	0%
Retained Earnings	8,082,202	7,617,280	464,922	6%	(3,560,897)	(3,504,397)	(56,501)	2%
Total Equity	$25,432,893	$24,967,971	$464,922	2%	$19,565,244	$19,526,112	$39,131	0%
Current Year's Net Income	$130,523	$464,922	($334,399)		($28,828)	($56,501)	$27,672	
Total Liabilities & Owner's Equity	**$44,486,227**	**$44,032,936**	**$453,291**	**1%**	**$35,709,700**	**$36,225,645**	**($515,945)**	**-1%**

Keene Housing	KEENE HOUSING Consolidated			
	INCOME STATEMENT			
	Actual	Budget	Variance	
	YTD Activity as of April 30, 2021	YTD Activity as of April 30, 2021	$ Variance (under) / over	% Variance
Total Operating Revenue	5,277,495	5,698,931	(421,436)	-8%
Total Operating Expenses	4,380,310	4,801,220	(420,910)	-10%
NET OPERATING INCOME	**$897,185**	**$897,710**	**($525)**	**0%**

*Excludes inter-agency transfers, partnership distributions and depreciation.

Non-Operating Expense	Actual	Budget	Variance	
Total Depreciation Expense	$674,301	$719,991	($45,691)	-7%

Keene Housing	KEENE HOUSING AND COMPONENT UNIT ENTITIES				PARTNERSHIPS AND MANAGED ENTITIES			
	INCOME STATEMENT- summary				INCOME STATEMENT- summary			
	Actual	Budget	Variance		Actual	Budget	Variance	
	YTD Activity as of April 30, 2021	YTD Activity as of April 30, 2021	$ Variance (under) / over	% Variance	YTD Activity as of April 30, 2021	YTD Activity as of April 30, 2021	$ Variance (under) / over	% Variance
REVENUE								
Tenant Rent Income	537,971	514,236	23,735	4%	446,685	487,166	(40,481)	-9%
HAP / Subsidy Income	2,539,616	2,696,664	(157,048)	-6%	895,033	860,938	34,095	4%
MTW Non-HAP Income	10,064	237,484	(227,420)	-2260%	-	-	-	0%
Commercial Rental Income	57,222	58,468	(1,246)	-2%	20,829	16,820	4,009	19%
Vacancy Loss	(51,327)	(50,000)	(1,327)	3%	(29,993)	(20,572)	(9,421)	31%
Admin Fee Income	279,412	320,844	(41,432)	-15%	-	-	-	0%
Managment Fees	196,895	192,920	3,975	2%	-	-	-	0%
Interest Income	2,119	15,098	(12,979)	-612%	1,188	15,195	(14,006)	-1179%
Partnership / Incentive Fees	304,523	70,668	233,855	77%	-	-	-	0%
Other Income	48,360	266,690	(218,330)	-451%	2,908	3,528	(620)	-21%
Misc Tenant Income	2,760	3,128	(368)	-13%	13,229	9,655	3,574	27%
Total Operating Revenue	$3,927,616	$4,326,200	($398,584)	-10%	$1,349,879	$1,372,731	($22,851)	-2%
EXPENSES								
Administrative	174,067	190,518	(16,451)	-9%	102,430	103,325	(894)	-1%
Operational	131,932	165,759	(33,827)	-26%	33,416	46,138	(12,722)	-38%
Payroll	632,589	719,853	(87,264)	-14%	209,567	238,050	(28,482)	-14%
Utilities	242,283	198,506	43,777	18%	151,389	154,942	(3,553)	-2%
Maintenance	205,617	199,767	5,851	3%	147,194	117,978	29,216	20%
Taxes & Insurance	117,014	133,216	(16,202)	-14%	192,854	208,512	(15,657)	-8%
Interest	75,274	89,112	(13,838)	-18%	144,431	159,404	(14,973)	-10%
Tenant Relocation Exp	-	-	-	0%	-	-	-	0%
Amortization of Finance Cost	-	3,536	(3,536)	0%	-	4,414	(4,414)	0%
Tenant Programs	73,350	61,902	11,447	16%	3,059	6,533	(3,474)	-114%
HAP	1,743,843	1,999,756	(255,913)	-15%	-	-	-	0%
Total Operating Expenses	$3,395,969	$3,761,925	($365,956)	-11%	$984,341	$1,039,295	($54,954)	-6%
NET OPERATING INCOME	**$531,647**	**$564,275**	**($32,628)**	**-6%**	**$365,538**	**$333,435**	**$32,103**	**9%**

*Excludes inter-agency transfers, partnership distributions and depreciation.

Keene Housing

KEENE HOUSING Consolidated

INCOME STATEMENT - variances

Actuals compared to Budget

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 $897k and is on budget.

OPERATING REVENUES are $5.3m a net decrease of $.4m as compared to the budget of $5.7m.

OPERATING EXPENSES are $4.3m a net decrease of $.4m as compared to the budget of $4.8m.

REVENUE	VARIANCES for Revenue categories (Less) / Higher than Budget	
Tenant Rent Income	(13,983)	
HAP / Subsidy Income	(122,953)	The demand for subsidy was less than budget. The remaining balance can be held at HUD and used for Non-HAP expenses.
MTW Non-HAP Income	(227,420)	This budget is the portion of MTW funds that is internally allocated to fund the budget for capital improvements, resident services and youth services. KH postponed a number of capital improvments due to the COVID environment but the projects will start in the next couple months and reimbursement will be requested from HUD. KH has requested to date $85k.
Vacancy Loss	(10,748)	The 2021 actuals are higher than the budget so this is a reduction to revenue.
Admin Fee Income	(41,432)	HUD Admin Fee are under budget. The Section 8 admin fees are based on the actual admin expensed and expenses were under budget by $38k, timing.
Interest Income	(26,985)	Timing
Partnership / Incentive Fees	233,855	Partnership fees and distributions, paid to Keene Housing from surplus cash for 2020 on LIHTC properties managed. The YTD budget is $70k, $304k has been received to date (BBE, SAVF, SAVS).
Management Fees	3,975	On budget
Other Income	(218,950)	Other Income is related to: development fees, grant income and misc income. Timing of the FSS grant income is in the arrears.
Misc Tenant Income	3,206	Higher than budget
Total Operating Revenue	(421,436)	Lower than Budget

Keene Housing	KEENE HOUSING Consolidated INCOME STATEMENT - variances Actuals compared to Budget

EXPENSES	VARIANCES for Expense categories (Less) / Higher than Budget	
Administrative / Operational	(63,894)	Expenses are generally all under budget.
Payroll	(115,746)	Benefit Expenses are under budget =$38k, Salaries are under budget by $77k, timing.
Utilities	40,224	Fuel Expense is on budget. Water & Sewer is on budget. Electric is over budget by $40k, timing.
Maintenance	35,067	Timing of contracts for snow removal, grounds and security.
Taxes & Insurance	(31,860)	Property Taxes is under budget by $24k, timing. Insurance under budget by $4k, timing.
Interest	(28,812)	Timing
Tenant Relocation	-	Related to Bennett Block rehab project.
Amortization of Finance Cost	(7,950)	Timing
Tenant Programs	7,973	There are internet assistance payments being made to residents that are reimbursed by HUD funding, over budget by $18k. Other residential services are under budget, related to lack of activities: garden, resident BBQ, RSR grants to residents.
HAP	(255,913)	HAP disbursements are under budget in MTW by $191k and MS by $73k. NEDs expenses are over budget by =$9k.
Total Operating Expenses	($420,910)	Lower than Budget
Net Variance for Net Income	**($525)**	**Lower than Budget**

*based on calendar year, CST and BBE are 10/31 year ends but reports represent 2021 calendar year only.

*Excludes inter-agency transfers, partnership distributions and depreciation.

KEENE HOUSING

INCOME STATEMENT - SUMMARY BY ENTITY

	ACTUALS	BUDGET	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 AND COMPONENT UNIT ENTITIES					
Central Office (Locals)	274,556	55,055	220,806 Higher Revenue	1,305 Higher Expenses	
Monadnock Affordable (MAHC)	(17,818)	169,460	(171,962) Lower Revenue	15,315 Higher Expenses	
Keene Affordable (KAHP)	16,090	46,015	(21,248) Lower Revenue	8,677 Higher Expenses	
Meadow Road	28,987	18,225	(4,397) Lower Revenue	(15,159) Lower Expenses	
Ash Brook Apartment	35,851	20,124	765 Higher Revenue	(14,962) Lower Expenses	
Section 8 Voucher Program (MTW)	76,477	237,832	(423,408) Lower Revenue	(262,054) Lower Expenses	
Mainstream Voucher Program	55,788	1,676	(25,845) Lower Revenue	(79,957) Lower Expenses	
Special Purpose Vouchers (NEDs, AHPP,FYIP)	21,556	(14,144)	33,821 Higher Revenue	(1,879) Lower Expenses	
Riverbend (and LIHTC)	40,160	30,032	(7,115) Lower Revenue	(17,243) Lower Expenses	
TOTALS	$531,647	$564,275	($398,584) Lower Revenue	($365,956) Lower Expenses	
PARTNERSHIPS AND MANAGED ENTITIES					
Low Income Tax Credits Properties (LIHTC)					
Evergreen Knoll	30,351	30,916	(2,515) Lower Revenue	(1,950) Lower Expenses	
Brookbend West	86,170	64,772	1,952 Higher Revenue	(19,446) Lower Expenses	
Stone Arch Family	38,557	28,556	(205) Lower Revenue	(10,206) Lower Expenses	
Stone Arch Senior	34,120	23,700	(1,780) Lower Revenue	(12,200) Lower Expenses	
LIHTC with 10/31 year ends					
Brookbend East *	102,646	88,107	6,933 Higher Revenue	(7,605) Lower Expenses	.
Central Square* (multifamily)	67,735	79,584	(22,560) Lower Revenue	(10,711) Lower Expenses	
Non-Owned/Managed Properties					
Cottage Street	361	4,332	(2,691) Lower Revenue	1,279 Higher Expenses	
Emerald Street	6,467	11,516	(1,985) Lower Revenue	3,064 Higher Expenses	
Fairweather Lodge	(869)	1,952	- Lower Revenue	2,821 Higher Expenses	
TOTALS	$365,538	$333,435	($22,851) Lower Revenue	($54,954) Lower Expenses	

*Excludes inter-agency transfers, partnership distributions and depreciation.

Capital Purchases/Renovations details 2021

	Description	Location	Budget	Revisions	Actual Spent	FUNDING STATUS:
	KAHP-Harper Acres	Unplanned Life/Safety or RA	$10,000			MTW funding
	KAHP-Harper Acres	Brick work (Mill Building and 10 Bldg @4000)	$70,000			MTW funding
	KAHP-Harper Acres	Tub roll-in (10 units at $4000)	$20,000		$18,042	MTW funding
	KAHP-Harper Acres	Metal Soffits (Replace With Pvc around property)	$14,000			MTW funding
	KAHP-Harper Acres	Interior Fire Door (hallway and closet 6x18 bldg @ $1000 ea)	$108,000			MTW funding
	KAHP-Harper Acres	Sky lights (14 bldg @$2500 each for reroofing)	$35,000			MTW funding
	KAHP-Harper Acres	Cement ramp at 109 Ashelut (old wooden)	$7,500			MTW funding
	KAHP-Harper Acres	Key/Locks	$0		$9,375	MTW funding
	KAHP-105 Castle St	Rehabilitation Planning for 2022	$125,000		$5,688	Cash
	KAHP-Forest View	Water Shut Offs Located In Crawl Spaces	$14,196			MTW funding
	KAHP-Bennett	Remediation Of Ground Soil	$10,700		$10,449	MTW funding
	KAHP-Bennett	Rehabilation Project (funding from CDBG and loans)	$1,360,000		$37,182	CDBG, Loans, Cash, Eversource
	KAHP-Bennett	Rehabilation Project (funding from CDBG and loans)		$170,000		MTW funding
	KAHP-17-19 Roxbury Ct	Kitchen upgrade 1 Apt (Cabinets, Appl)	$17,150			MTW funding
	KAHP-17-19 Roxbury Ct	Repair Roof Replacement slate w/asphalt on porch	$12,000			MTW funding
	KAHP-17-19 Roxbury Ct	Lighting/outlet - all 4 units @ $6000	$24,000			MTW funding
	KAHP-N&G	Heat Pump Project: Design/Bid Doc for Project 2022		$30,000		MTW funding
	KAHP-Scattered Sites	Rehabiliation Project: Design/Bid Doc for Project 2022		$20,000		MTW funding
	KAHP various properties	Security Camera System expand (with setup of connection)	$125,300			MTW funding
	Forestview -Harmony Lane	Security Camera equipment				
	North & Gilsum Street	Security Camera equipment				
	West Street	Security Camera equipment				
	Harper Acres-Castle St	Security Camera equipment				
	Harper Acres-Ashulet St	Security Camera equipment				
	KAHP various properties	Asphalt/Concrete	$400,000			MTW funding
	KAHP-Forest View	Front Steps with Railings				
	KAHP-Forest View	Maintenance dumpsters and driveway Grounds (5400units)				
	KAHP-Forest View	Walkway to Bldg #28 (asphalt or concrete?)				
	KAHP-North & Gilsum	Walkways Front (6 bldg and 29 unit walkways-concret)				
	KAHP-North & Gilsum	Crumbling in areas Curbs (165units)				
	KAHP-North & Gilsum	Asphalt, cracks and uneven Walkways (200units)				
	KAHP-17-19 Roxbury Ct	Replace/repair front cement porch/stairs				
	KAHP-Water St 309	Brick walkway infront of building Walkway (10units)				
	KAHP-Water St 309	Concrete Stairs Stairs (1units)				
	KAHP-Damon Ct	Asphalt pavement leading to dumpster Parking lot (1000units)				
	Riverbend Apartments	Security Camera System expand (with setup of connection)	$15,000			MTW funding
	Riverbend Apartments	Bathroom/office for PM (A&E now and build 2021)	$15,000			Cash **COVID**
	Meadow rd	Bathroom Shower Value (16 @ $300)	$4,800			MTW funding
	Meadow rd	Stair replacement	$0		$4,307	MTW funding
	Meadow rd	Bathroom Sink and Kitchen Sink Value (18x2 @ $250)	$9,000			MTW funding
	Meadow rd	New Bathrooms (2 @ $3500)	$7,000		$4,781	MTW funding
	Meadow rd	Security Camera System expand (with setup of connection)	$27,405			MTW funding
	Ash Brook Apt	Asphalt/Driveway (maybe schedule in 2020 ??)	$200,000		$5,141	Loan Mascoma/RR/MTW?
	Ash Brook Apt	Security Camera System expand	$7,000			MTW funding
	Locals	Vehicles	$42,000		$49,990	Cash
	Locals	Security Camera System expand	$8,000			
	MAHC-SAV office	Land (use block grant funds)				MTW block grant
		TOTAL Keene Housing costs	**$2,688,051**	**$220,000**	**$144,955**	

MTW Funding carry over from 2020	$554,000		$782,464
MTW Funding expected in 2021	$600,000		$913,002
Mascoma Bank Loan (balance remaining available)	$100,000		$100,000
KH and KAHP/MAHC Cash on hand	$175,000		
Cash received in 2019 (Eversource Rebate FV heat pump project)	$475,500		$475,500
Eversource Rebate (for Bennett Block Rehab project, used to pay down loan)	$130,000		
Bennett Block Rehabiliation funding sources (CDBG)	$472,000		$472,000
Bennett Block Rehabiliation funding sources (KDHC Loan)	$150,000		$150,000
Bennett Block Rehabiliation funding sources (Green Gap Investors)	$200,000		$200,000
TOTAL Keene Housing Sources	**$2,856,500**		**$3,092,966**
Available funds unspent	**$168,449**		**$184,915**

Capital Purchases/Renovations details 2021

	Description	Location	Budget	Revisions	Actual Spent	FUNDING STATUS:
						FUNDING STATUS:
	Evergreen Knoll	DHW: storage tanks (4)	$15,750		$11,995	Reserves or Cash
	Evergreen Knoll	Security Camera System expand	$21,000			Reserves or Cash
	SAV Family	Security Camera System expand	$11,000			Reserves or Cash
	SAV Senior	Security Camera System expand	$11,000			Reserves or Cash
	Brookbend East	Security Camera System expand	$25,000		$14,175	Reserves or Cash
	Brookbend East	Landscaping (rock removal)	$5,000			
	Brookbend West	Security Camera System expand	$28,000			Reserves or Cash
	Brookbend West	Landscaping (rock removal)	$5,000			
	CST	Security Camera System expand	$26,000			Operating Cash
	CST	RA (auto doors @ $650)	$10,000			Operating Cash
		Sub TOTAL	**$157,750**		**$26,170**	
	TOTAL CAPITAL purchase	**GRAND TOTAL**	**$2,845,801**		**$171,125**	

Keene Housing-Active Contracts

Type of Services	Vendor	Original Contract Dates	Current Expiration Date	Renewal Options	2021 ANNUAL Contract Limits	2021 ANNUAL Contract Specific Amounts
Copier/Printer Leases	US Bank	3/17/2016-3/17/2021	3/17/2021	remaining renewal options: 0		$352
Voucher Management Software	Ken Claflin	04/1/2019- 03/31/21	3/31/2021	remaining renewal options: 0 (renewed annually)		$6,000
Janitorial	Jan-Pro Cleaning Systems	06/26/17- 06/22/18	6/23/2021	remaining renewal options: 1 (2022)		$44,268
Propane Gas Heating Services	L&G Propane	07/01/17 - 06/30/19	6/30/2021	remaining renewal options: 1 (2022)		Fixed Pricing 1.2009/gal
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	PiF Technology	08/31/19 - 08/31/20	8/31/2021	remaining renewal options: 0 (renewed annually)		$6,875
Development Consulting	TAG Associates	09/01/1 6- 08/31/19	8/31/2021	remaining renewal options: 1 (2021)	<$50,000.00	
Document Management Software	De Lage Landen Financing	08/31/2017 - 08/31/2021	8/31/2021	remaining renewal options: 0		$7,500
Heating/AC/AH	Gary Jackson Heating	09/15/16 - 09/14/17	9/15/2021	remaining renewal options: 0	as needed	
Development Consulting	Evernorth (Formerly NNEHIF)	10/01/16 - 09/30/19	9/30/2021	remaining renewal options: 1 (2021)	<$50,000.00	
Printing/Binding	Silver Direct	11/1/17-10/31/19	10/31/2021	remaining renewal options: 1 (2022)	as needed	
Legal - Labor & Employment Law	Sheehan Phinney Bass & Green	11/01/17 - 10/31/20	10/31/2021	remaining renewal options: 1 (2022)	as needed	
Legal - RE & Landlord/Tenant Law	Bragdon, Dowd & Kossayda	11/01/17 - 10/31/20	10/31/2021	remaining renewal options: 1 (2022)	as needed	
Legal - RE Law & Federal Reg	Ballard Spahr	11/01/17 - 10/31/20	10/31/2021	remaining renewal options: 1 (2022)	as needed	
Legal - RE Law & Federal Reg	Reno Cavanaugh	11/01/17 - 10/31/20	10/31/2021	remaining renewal options: 1 (2022)	as needed	
Legal - RE Law & Federal Reg	Drummond Woodsum	11/01/17 - 10/31/20	10/31/2021	remaining renewal options: 1 (2022)	as needed	
Lawn Care	AGM Landscaping	01/01/18 -11/30/19	11/30/2021	remaining renewal options: 1 (2022)		$68,550

Keene Housing-Active Contracts

Type of Services	Vendor	Original Contract Dates	Current Expiration Date	Renewal Options	2021 ANNUAL Contract Limits	2021 ANNUAL Contract Specific Amounts
Lawn Care	AGM Landscaping	04/01/19 -11/30/20	11/30/2021	remaining renewal options: 2 (2022)		$72,800
Legal - RE Law & Federal Reg	Hawkins Delafield & Wood	12/01/17 - 11/30/20	11/30/2021	remaining renewal options: 2 (2022)	as needed	
Environmental Services	LE-Environmental	12/07/16 - 12/06/17	12/7/2021	remaining renewal options: 1 (2022)	<$50,000.00	
Admin Support from KH	Keene Housing Kids Collaborative	01/1/18 -12/31/20	12/31/2021	remaining renewal options: 2 (2022, 2023)		$5,300
Operating Support from KH/MTW	Keene Housing Kids Collaborative	01/1/18 -12/31/20	12/31/2021	remaining renewal options: 2 (2022, 2023)		$50,000
Technical Assistance	Edgemere Consulting	02/01/19 - 1/31/22	1/31/2022	remaining renewal options: 2 (2023, 2024)	<$50,000.00	
Energy Consulting Services	Nova Consulting Group	02/20/20 - 02/20/23	2/20/2022	remaining renewal options: 1(2022)	<$50,000.00	
Interpert Support	DT Interperting	3/10/21-3/10/26	3/10/2022	remaining renewal options: 2 (2022, 2023, 2024, 2025, 2026)		
Trash Removal	Waste Management	05/01/17 - 04/30/19	4/30/2022	remaining renewal options: 0		$105,000
Snow Removal	AGM Landscaping	10/01/17- 05/01/19	5/1/2022	remaining renewal options: 0		$61,025
Electrical Services	Elm City Electric	05/15/1 7- 05/14/19	5/14/2022	remaining renewal options: 0	as needed	
Capital Needs Assessment	GDS Associates	12/18/19- 12/17/22	12/17/2022	remaining renewal options: 2 (2021, 2022)		
Graphic Design	Silver Direct	02/01/19 - 1/31/24	1/31/2024	remaining renewal options: 4 (2021, 2022, 2023, 2024)	< $15,000.00	
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
IT Support	True North Networks	4/30/2014 - no end	no end			

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 SAVS Community Garden Meeting	5	6 CST & Evergreen Knoll Community Garden Meetings	7	8
9	10 Harper Acres Group Activities Planning Meeting	11 SAVS Community Garden Meeting CST Group Activities Planning Meeting	12 SAVS Group Activities Planning Meeting	13 CST and Ash Brook Community Garden Meetings	14 Brookbend and Meadow Road Community Garden Meeting	15
16	17	18 SAVS Community Garden Meeting	19 NHHFA Management Review BBW	20 Annual Board of Commissioners Meeting	21	22
23	24	25 SAVS Community Garden Meeting NHHFA Management Review Emerald House	26	27 CST Community Garden Meeting NHHFA Management Review BBE	28	29
30	31 Office Closed Memorial Day					

Keene Housing

JUNE 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 SAVS Community Garden Meeting	2 Quarterly Staff Training - Part 1	3 Quarterly Staff Training - Part 2 CST Community Garden Meeting	4	5
6	7	8 SAVS Community Garden Meeting	9	10 CST Community Garden Meeting	11	12
13	14	15 SAVS Community Garden Meeting	16	17 Board of Commissioners Annual Meeting	18	19
20	21	22 SAVS Community Garden Meeting	23	24 CST Community Garden Meeting	25	26
27	28	29 SAVS Community Garden Meeting	30			

Keene Housing