Keene Housing

Keene Housing
Board of Commissioners Meeting
August 19, 2021

Commissioner Shaw brought staff this delicious galette and salad made with ingredients from the Stone Arch Village community garden.

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

Keene Housing

Board of Commissioners Meeting
Thursday, August 19, 2021
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Keene Housing

BOARD OF COMMISSIONERS MEETING
THURSDAY, AUGUST 19, 2021
12:00 P.M.
FOREST VIEW FAMILY ACTIVITY CENTER
5 HARMONY LANE, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the July 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. Informational Memo: Updated Office Safety Protocols in Response to COVID-19

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, July 22, 2021

Chairperson Mack called the Keene Housing Board of Commissioners meeting to order at 12:02 p.m. Roll was taken and Chairperson Mack declared a quorum present.

Commissioners in attendance:
- J.B. Mack, Chairperson
- Bob Elliott, Commissioner
- Susan Shaw, Commissioner

Absent:
- Chris Coates, Vice Chairperson
- 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
- Karen Graveline, Community Connections Manager

MINUTES:

Chairperson Mack called for approval of the June 24, 2021 Board of Commissioners meeting minutes. Commissioner Shaw made a motion to approve the minutes. Commissioner Elliott seconded the motion, which upon being put to vote, the minutes passed unanimously.

Chairperson Mack called for approval of the July 13, 2021 Special Board of Commissioners meeting minutes. Commissioner Elliott made a motion to approve the minutes. Commissioner Shaw seconded the motion, which upon being put to vote, the minutes passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Secretary Meehan reviewed the status of several potential pieces of legislation which may include new funding for affordable housing. Additionally, initial indications are that the Housing Choice Voucher and Project Based Rental Assistance programs may be well funded in the 2022 appropriations, but that, as in past years, the budget will be delayed and a continuing resolution may extend through spring 2022.

Secretary Meehan invited Denise Pratt to share staffing changes in the Housing and Services Department. Ms. Pratt announced Ellen Wishart is being promoted to Voucher Program Manager. In this newly created position, Ms. Wishart will ensure voucher program compliance with HUD regulations and KH policies. She will train new staff in the management of the voucher wait lists and administration of MTW Housing Choice Voucher, Project-based Voucher Programs and Special Purpose Voucher Programs. She will also supervise the Occupancy Specialist, Tenant Assistance Specialists, and the Housing Quality Standard (HQS) Inspector. In addition, Claire Coey, Tenant Assistance Specialist is retiring next month after 12 + years of service with Keene Housing. With these two staffing changes, Keene Housing is hiring two Tenant Assistance Specialists.

Keene Housing met several times with Warren Street Architects to determine the future of 105 Castle Street. Keene Housing needs to decide whether to rebuild from the damaged

structure or tear down the building and start from scratch. The decision is complicated because Keene Housing planned to apply for a Community Development Block Grant (CDBG) to completely renovate the building including energy efficient improvements and the insurance company will only cover expenses to replace the building as it was the day before the fire and costs to tear down and rebuild the structure well exceed possible budget. Another meeting is being held with the architects on Friday to further discuss the building's future.

Secretary Meehan announced the purchase of Emerald House is complete. Due to HUD requirements, the complex transaction took much longer than expected. Secretary Meehan stated the Agency is refinancing Brookbend East and the closing is tomorrow at 3:00 p.m.

Secretary Meehan stated the acquisition of Cheshire Housing Trust (CHT) is moving forward with an estimated purchase date of September 1, 2021. There are still many details to work out, most particularly with Hampshire House, but overall things are moving ahead well.

Secretary Meehan invited Sandy Clark to give a capital project update. Ms. Clark stated the Bennett Block rehabilitation project is going well and is estimated to continue through September 2021. Cement work at Roxbury Court and 309 Water Street was delayed due to excessive rain and is currently underway. With the recent rain, the only property that sustained minor water damage within Keene Housings owned or managed portfolio was Fairweather Lodge. Ash Brook drainage and asphalt work is planned for September 2021. Brick pointing and removal of skylights at Harper Acres is planned this summer. Keene Housing continues working with a Stevens and Associates Architects to design a property management office and maintenance shop at Riverbend.

MANAGEMENT REPORT:

Ms. Pratt reviewed the management report and commented on the vacancies, rent collection and leasing days.

FINANCE REPORT:

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

NEW BUSINESS:

Resolution No. 702 - Approval of Executive Director Travel

The Keene Housing Board of Commissioners authorizes the Executive Director to travel to Washington D.C. for the 2021 Public Housing Authorities Directors Association (PHADA) Legislative Forum, which runs from September 12, 2021 – September 14, 2021, pursuant to the July 13, 2021 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director. Commissioner Elliott moved the motion to approve the resolution. Commissioner Shaw seconded the motion, which upon being put to vote, was

passed unanimously.

Informational Memo: Quarterly Safety/Risk Management Report

Ms. Wright reviewed the Quarterly Safety/Risk Management Report as outlined in the Informational Memo dated July 14, 2021.

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 Shaw made a motion to adjourn the meeting. Commissioner Elliott seconded the motion, which upon being put to vote, was passed unanimously. There being no further business, Chairperson Mack adjourned the Board meeting at 1:11 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

7/23/2021
Date

Keene Housing

INFORMATIONAL MEMORANDUM

To: Joshua Meehan, Executive Director
From: Amy Wright, Director of Administration
Subject: Updated Office Safety Protocols in Response to COVID-19
Date: July 22, 2021

This informational memorandum updates the safety measures implemented by Keene Housing to ensure the health and safety of staff, residents, applicants and the broader Keene community.

Since the start of the pandemic, Keene Housing has been very thoughtful in making decisions based on data and science. Keene Housing carefully follows recommendations by the Governor's Economic Reopening Taskforce, Centers for Disease Control and Prevention (CDC), and the NH Department of Health.

Safety Protocols

The following safety protocols are in effect until further notice:

- Keene Housing's Central Office remains closed to the public without appointment.
- Unvaccinated staff are required to wear a face mask when they are not able to socially distance.
- Face-to-face meetings with the public can be held in the Spectrum Room, the conference rooms next to and across from Amy Wright's office, and Stone Arch Senior **by appointment only**.
- Staff are encouraged to practice 6-feet physical (social) distancing whenever possible, wash their hands frequently with warm, soapy water for at least 20 seconds, cover their mouth with tissues whenever they sneeze, and discard used tissues in the trash, and avoid people who are sick with respiratory symptoms.
- Wearing a face mask is optional when entering or inside of Central Office.
- Members of the public can pick up paperwork at the Central Office during regular business hours using the intercom system.

Travel Policy

Based on the Governor's Economic Reopening Taskforce Universal Guidelines, New Hampshire Department of Health and Human Services' (DHHS), New Hampshire COVID-19 General Travel and Quarantine Guidance, & Employer Screening and Exclusion Criteria, Keene Housing strongly discourages international or cruise ship travel during the COVID-19 pandemic.

If you travel you should avoid large gatherings and public areas where many people are present, keep a distance of at least 6 feet from others, wear a cloth face covering if possible in public areas, especially when required by state/local law or when social distancing isn't possible, avoid contact with those who are known or suspected to be COVID positive and in all instances frequently sanitize your hands by washing with soap and water or hand sanitizer.

Keene Housing employees are required to disclose to their Department Director and the Director of Administration if they travel on a cruise ship or internationally. Failure to do so, may result in disciplinary action.

Quarantine Policy

Employees with new or unexplained symptoms of COVID-19 must stay home and be evaluated for COVID-19. This includes employees who have been vaccinated against COVID-19 or who previously received a positive COVID-19 diagnosis. Symptoms include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Please do not come to the office if you experience COVID-19 symptoms and contact your health care provider.

If an employee is unvaccinated and has been identified as a household contact to someone diagnosed with COVID-19, then the employee is at risk of developing COVID-19 in the 14 days after being exposed. Household Contact is defined as any individual who lives and sleeps in the same indoor shared space as another person diagnosed with COVID-19 (either a temporary or permanent living arrangement), leading to close contact and potential repeated exposure to the person with COVID-19. This includes situations where there may be temporary but prolonged exposure such as occurs as sleep-over events, shared camp cabins, vacation rentals, etc.

Employees who are identified as non-household contacts to someone diagnosed with COVID-19 need to self-observe for symptoms for at least 14 days after their last potential exposure and should themselves be tested if any symptoms develop. During this 14 day period, the individual should follow recommended COVID-19 mitigation measures (social distancing, avoiding social gatherings, wearing a well-fitted face mask, practicing frequent hand hygiene, etc.). Any new symptoms of COVID-19 should prompt the individual to isolate and seek testing again (even if the person recently tested out of quarantine).

The following individuals do not need to quarantine after international or cruise ship travel or after close contact to a household member diagnosed with COVID-19:

- Persons who are 14 days beyond the second dose of their COVID19 vaccine. This means a person must be at least 14 days beyond receipt of the second dose of either the Pfizer-BioNTech, Moderna, World Health Organization (WHO) approved COVID-19 vaccine, or at least 14 days beyond receipt of the single-dose Janssen (Jonson & Johnson) COVID-19 vaccine.
- Persons who are within 90 days of a prior SARS-CoV-2 infection that was diagnosed by PCR or antigen testing (if a person had a previous infection that was more than 90 days prior, then they are still subject to quarantine).

The individuals who fall into one of the two above categories, however, must still follow coronavirus protective protocols and procedures (i.e., six feet of social distancing, wearing of face masks, avoiding large gatherings, maintaining good hygiene) and monitor their symptoms.

Staff required to self-quarantine are required to follow the self-quarantine guide provided by New Hampshire DHHS Bureau of Infectious Disease Control.

If the self-quarantine applies, employees who can perform work remotely can and should continue to do so. An employee who needs to be out of work for COVID-related reasons who has exhausted paid leave may request unpaid time off. Decisions on unpaid leave requests are made on a case-by-case basis. For more information, please contact the Director of Administration.

Returning to Work After a Positive COVID-19 Test or Quarantine

If an employee tests positive for COVID-19 or is required to quarantine, the employee cannot return to work until the following criteria are met:

- At least 10 days have passed since symptoms first appeared AND
- At least 24 hours have passed since fever went away without the use of fever-reducing medications and improvement in other symptoms

If the employee did NOT have symptoms but has a positive COVID-19 diagnostic test, the employee can return to work after 10 days have passed since the date of the positive COVID-19 diagnostic test and they do not have any COVID-19 symptom.

For more information on COVID-19, including symptoms and treatment, visit the CDC website at www.cdc.gov. Staff can call their primary care provider, the NH State Hotline at 603-634-3388 or COVID screening at Dartmouth-Hitchcock Keene at 603-354-6844 for help getting tested.

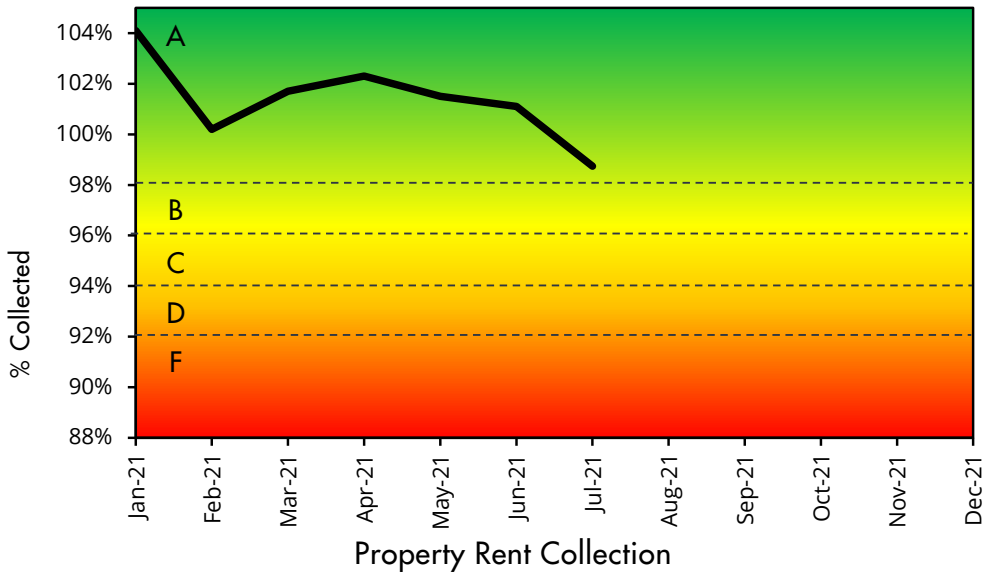
Keene Housing

MANAGEMENT REPORT
JULY 2021

Residential Property Rent Collection Report
July 2021

Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$9,484	$9,464	99.8%	**A**	$64,936	$65,057	100.2%	**A**
Bennett Block	$676	$676	100.0%	**A**	$4,732	$4,732	100.0%	**A**
Brookbend East	$19,009	$19,541	102.8%	**A**	$127,519	$136,666	107.2%	**A**
Brookbend West	$14,609	$14,452	98.9%	**A**	$95,087	$93,735	98.6%	**A**
Central Square Terrace	$28,928	$28,860	99.8%	**A**	$198,500	$197,557	99.5%	**A**
Cottage Street	$1,441	$1,531	106.3%	**A**	$10,035	$10,189	101.5%	**A**
Evergreen Knoll LP	$13,027	$12,547	96.3%	**B**	$85,649	$85,479	99.8%	**A**
Forest View	$20,216	$20,325	100.5%	**A**	$129,390	$135,531	104.7%	**A**
Harper Acres	$43,868	$43,157	98.4%	**A**	$297,464	$298,387	100.3%	**A**
Meadow Road Apartments	$8,029	$7,913	98.6%	**A**	$45,744	$45,847	100.2%	**A**
North and Gilsum	$19,061	$17,442	91.5%	**D**	$123,673	$121,058	97.9%	**B**
Riverbend Apartments	$12,402	$12,462	100.5%	**A**	$86,339	$87,435	101.3%	**A**
Scattered Sites	$8,835	$8,835	100.0%	**A**	$62,114	$62,190	100.1%	**A**
Stone Arch Village Family	$12,054	$11,625	96.4%	**B**	$80,590	$79,332	98.4%	**A**
Stone Arch Village Senior	$12,044	$12,044	100.0%	**A**	$83,872	$83,942	100.1%	**A**
Totals	$223,683	$220,874	98.74%	A	$1,495,644	$1,507,137	100.8%	A

Active Households Only

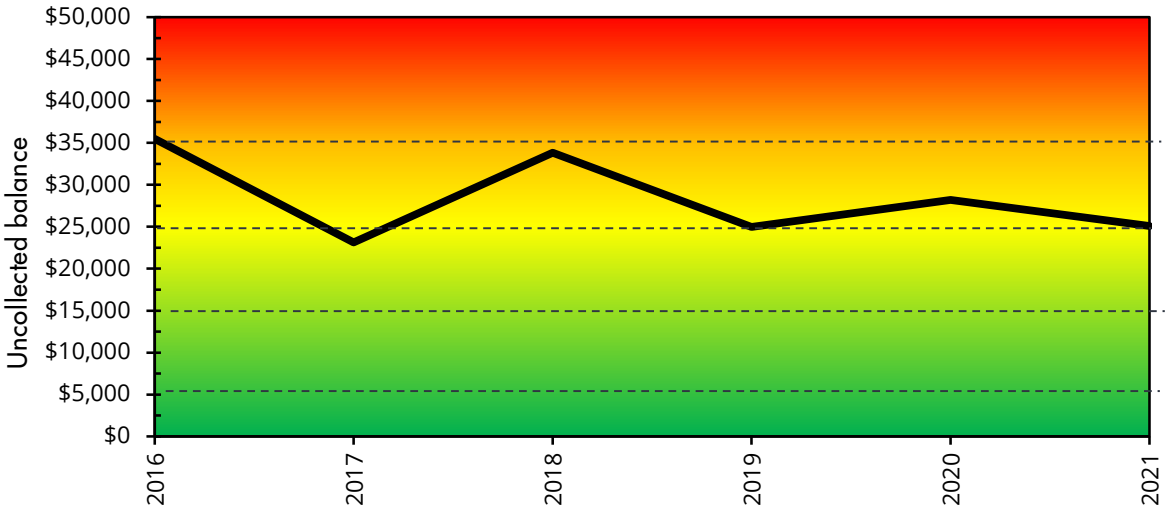


This report compares current tenant's rent billed to rent collected. The percent collected can exceed 100% when back rent is collected. Our goal is to collect at least 98% of rent billed.

Residential Property Uncollected Accounts - Inactive Tenants - Report
July 2021

Community	# of Households	Current	30 days	60 days	90 days	120 days and over	total
Ash Brook Apartments	0	$0	$0	$0	$0	$0	$0
Bennett Block	1	$0	$0	$0	$0	$155	$155
Brookbend East	2	($55)	$0	$0	$0	$925	$870
Brookbend West	3	$1,114	$1,301	$0	$1,282	$299	$3,995
Central Square Terrace	1	$1,388	$0	$0	$0	$0	$1,388
Cottage Street	0	$0	$0	$0	$0	$0	$0
Evergreen Knoll LP	3	$0	$0	$735	$6,674	$5,962	$13,371
Forest View	2	$141	$0	$0	$0	$222	$363
Harper Acres	1	$0	$790	$0	$469	$205	$1,464
Meadow Road Apartments	1	$0	$830	$0	$961	$64	$1,855
North and Gilsum	5	($304)	$0	$0	$0	$670	$366
Riverbend Apartments	1	$152	$101	$15	$101	$85	$454
Scattered Sites	2	$0	$0	$0	$40	$69	$109
Stone Arch Village Family	1	$0	$703	$0	$0	$0	$703
Stone Arch Village Senior	0	$0	$0	$0	$0	$0	$0
Totals	23	$2,436	$3,725	$750	$9,527	$8,655	$25,094

Inactive Households Only



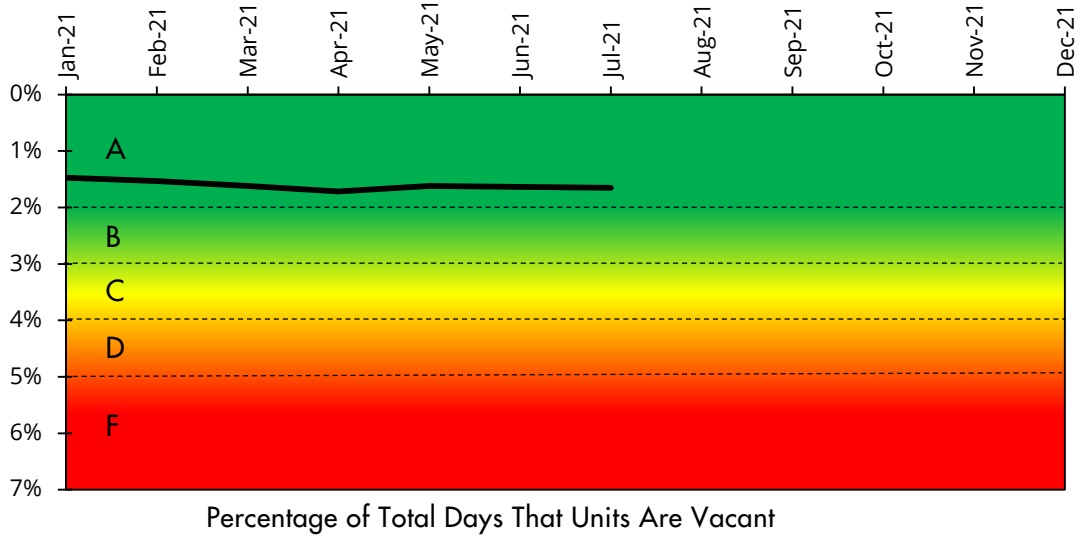
End of Year - Bad Debt write off

This report tracks the balance that is owed to KH and what remains upaid. Most of these tenants have moved from a KH property and are considered Inactive Tenants.

Monthly Vacancy Report

July 2021

Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	744	29	3.9%	**C**	1.8%	**A**
Bennett Block	14	0	0	N/A	**NONE**	N/A	**NONE**
Brookbend East	40	1240	2	0.2%	**A**	1.1%	**A**
Brookbend West	35	1085	7	0.6%	**A**	2.2%	**B**
Central Square Terrace	90	2790	37	1.3%	**A**	2.1%	**B**
Evergreen Knoll LP	32	992	0	0.0%	**A**	1.7%	**A**
Forest View	38	1178	29	2.5%	**B**	2.1%	**B**
Harper Acres	112	3472	83	2.4%	**B**	1.7%	**A**
Meadow Road Apartments	18	558	28	5.0%	**F**	2.3%	**B**
North and Gilsum	29	899	11	1.2%	**A**	1.4%	**A**
Riverbend Apartments	24	744	5	0.7%	**A**	0.5%	**A**
Scattered Sites	18	558	0	0.0%	**A**	0.7%	**A**
Stone Arch Village Family	24	744	48	6.5%	**F**	2.5%	**B**
Stone Arch Village Senior	33	1023	0	0.0%	**A**	0.0%	**A**
Report Totals:	531	16,027	279	1.7%	A	1.6%	A

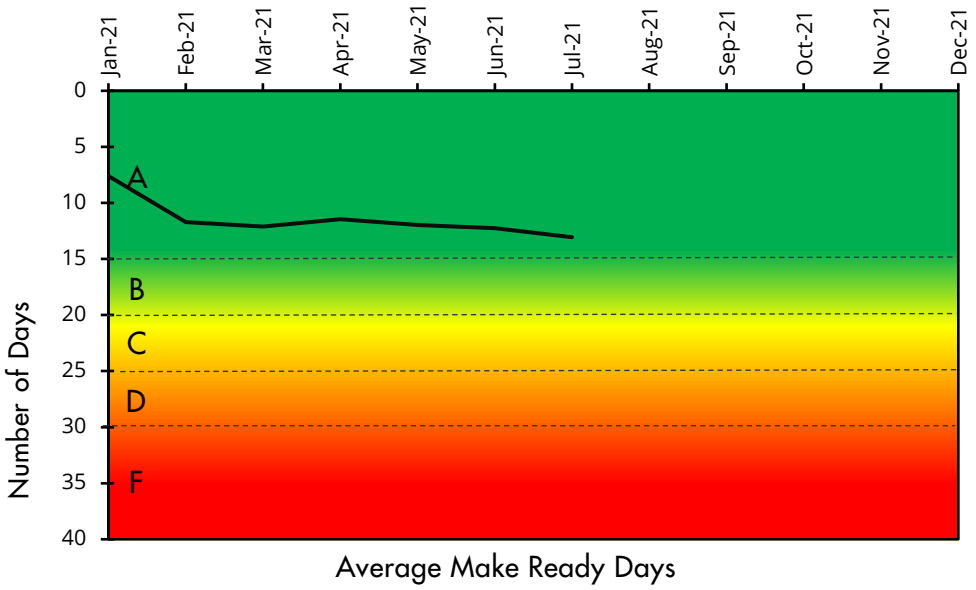


Percentage of Total Days That Units Are Vacant

This report measures vacancies across the portfolio; tracking when the unit became vacant until the resident moves in. The Report Totals are weighted to account for property sizes. Units offline for modernization are temporarily removed from the calculations. Our goal is to keep vacancies at or below 2%.

Unit Make Ready Days
July 2021

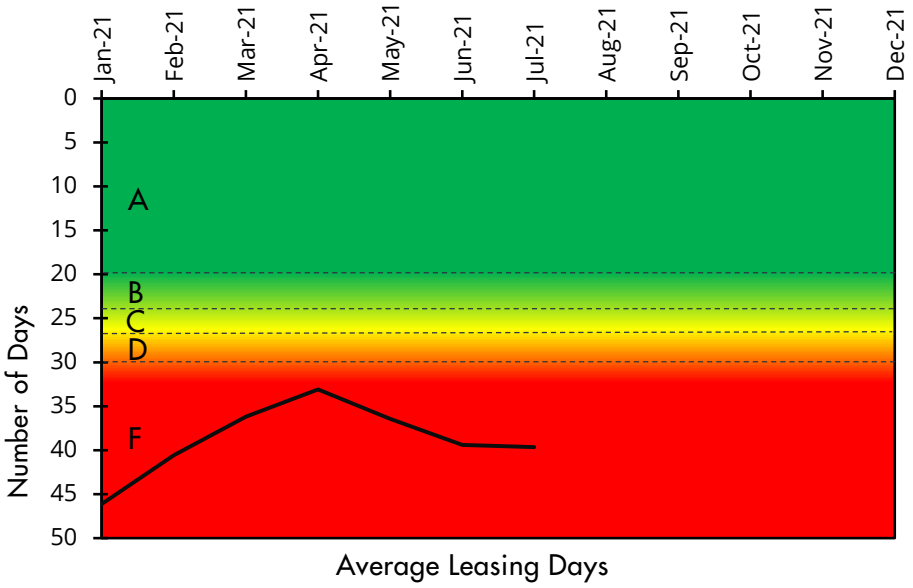
Community	Number of Units Made Ready	Avg. Make Ready Days	YTD Number of Units Made Ready	YTD Avg. Make Ready Days	YTD Grade
Ash Brook Apartments	1	23	2	19	**B**
Bennett Block	0	-	0	-	**NONE**
Brookbend East	0	-	1	11	**A**
Brookbend West	0	-	2	20	**B**
Central Square Terrace	0	-	5	2	**A**
Evergreen Knoll LP	0	-	3	9	**A**
Forest View	1	30	5	22	**C**
Harper Acres	1	11	10	11	**A**
Meadow Road Apartments	0	-	1	28	**D**
North and Gilsum	0	-	2	24	**C**
Riverbend Apartments	0	-	0	-	**NONE**
Scattered Sites	0	-	0	-	**NONE**
Stone Arch Village Family	0	-	3	7	**A**
Stone Arch Village Senior	0	-	0	-	**NONE**
Report Totals:	3	21	34	13	A



This report tracks the number of days Facilities & Assets (F&A) takes to prepare a newly vacated unit for the next tenancy; it measures the F&A start and end dates. Our goal is to make a unit ready in 15 days or less.

Leasing Days
July 2021

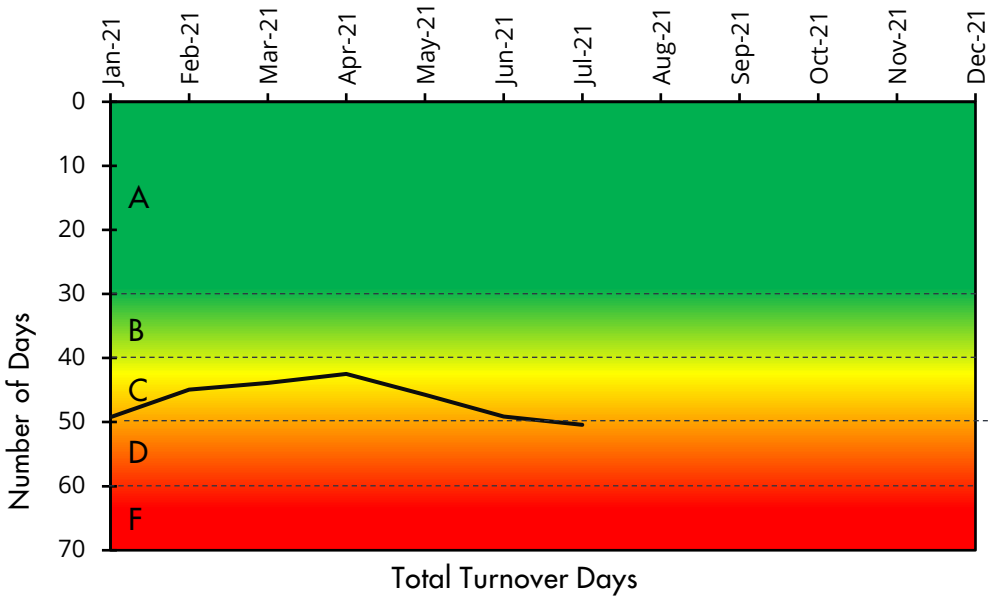
Community	Number of Units Leased	Average Leasing Days	YTD Number of Units Leased	YTD Avg Leasing Days	YTD Grade
Ash Brook Apartments	1	8	2	31	**F**
Bennett Block	0	-	0	-	**NONE**
Brookbend East	0	-	1	79	**F**
Brookbend West	0	-	3	54	**F**
Central Square Terrace	1	98	6	70	**F**
Evergreen Knoll LP	0	-	3	29	**D**
Forest View	1	3	5	13	**A**
Harper Acres	1	67	9	34	**F**
Meadow Road Apartments	1	32	2	45	**F**
North and Gilsum	0	-	2	15	**A**
Riverbend Apartments	0	-	1	51	**F**
Scattered Sites	0	-	1	52	**F**
Stone Arch Village Family	2	39	3	36	**F**
Stone Arch Village Senior	0	-	0	-	**NONE**
Report Totals:	7	41	38	40	F



This report tracks the number of days Housing & Services (H&S) takes to lease a vacant unit. The lease-up process begins as soon as the F&A team finishes prep of the unit and ends once the Property Manager completes resident move in. Our goal is to complete lease-ups in 20 days or less.

Unit Turnover
July 2021

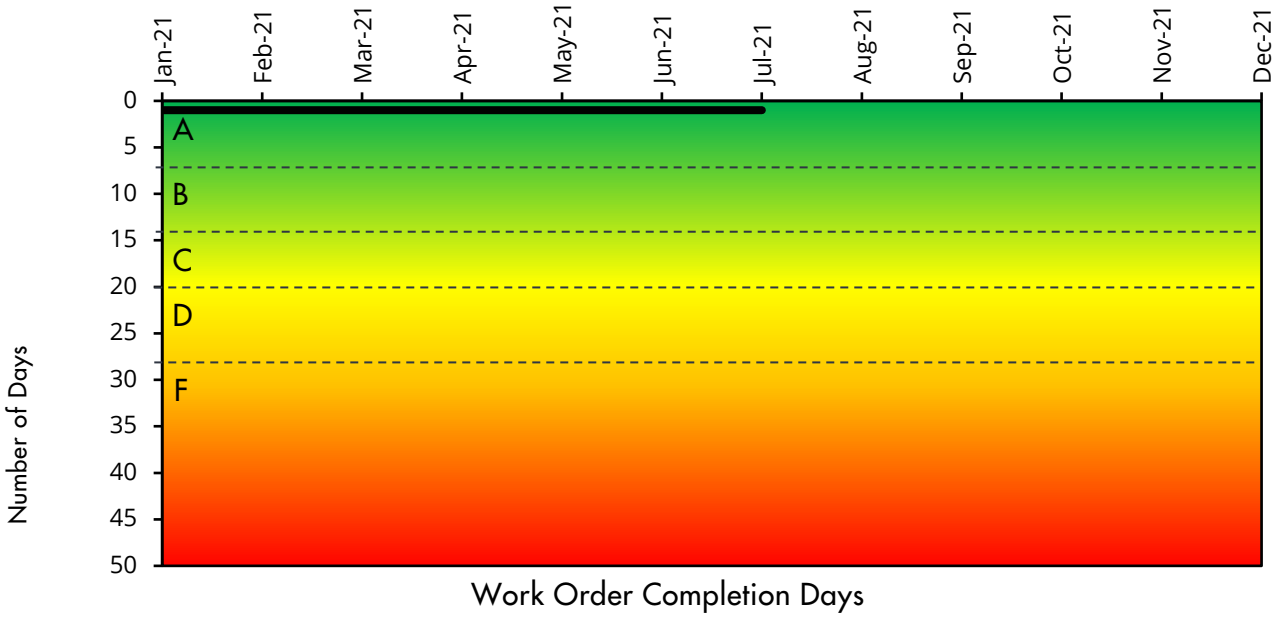
Community	Number of Units Turned in Month	Average Turnover Days	YTD Number of Units Turned	YTD Avg Turnover Days	YTD Grade
Ash Brook Apartments	1	30	2	48	**C**
Bennett Block	0	-	0	-	**NONE**
Brookbend East	0	-	1	89	**F**
Brookbend West	0	-	3	68	**F**
Central Square Terrace	1	99	6	72	**F**
Evergreen Knoll LP	0	-	3	37	**B**
Forest View	1	32	5	33	**B**
Harper Acres	1	85	9	44	**C**
Meadow Road Apartments	1	59	2	59	**D**
North and Gilsum	0	-	2	37	**B**
Riverbend Apartments	0	-	1	54	**D**
Scattered Sites	0	-	1	54	**D**
Stone Arch Village Family	2	44	3	43	**C**
Stone Arch Village Senior	0	-	0	-	**NONE**
Report Totals:	7	56	38	50	D



This report tracks the number of days it takes to refill a vacant unit, including F&A making the unit ready and H&S leasing it to an eligible household. The faster we turn units over, the lower the vacancy rate. Our goal is to complete turnovers in 30 days or less.

Residential Property Non-Emergency Work Order Completion Days
July 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	15	1	A	84	1	A
Bennett Block	9	1	A	13	1	A
Brookbend East	16	1	A	67	1	A
Brookbend West	1	1	A	75	1	A
Central Square Terrace	41	1	A	250	1	A
Cottage Street	2	1	A	19	1	A
Emerald Street House	6	0	A	41	1	A
Evergreen Knoll LP	7	1	A	55	1	A
Forest View	18	1	A	145	1	A
Harper Acres	26	1	A	288	1	A
Keene Housing Main Office	9	1	A	28	1	A
Meadow Road	8	1	A	47	1	A
North and Gilsum	7	1	A	86	1	A
Riverbend Apartments	12	2	A	36	1	A
Scattered Sites	13	1	A	93	1	A
Stone Arch Village Family	8	0	A	70	1	A
Stone Arch Village Senior	16	1	A	164	1	A
Report Totals:	214	1	A	1,561	1	A



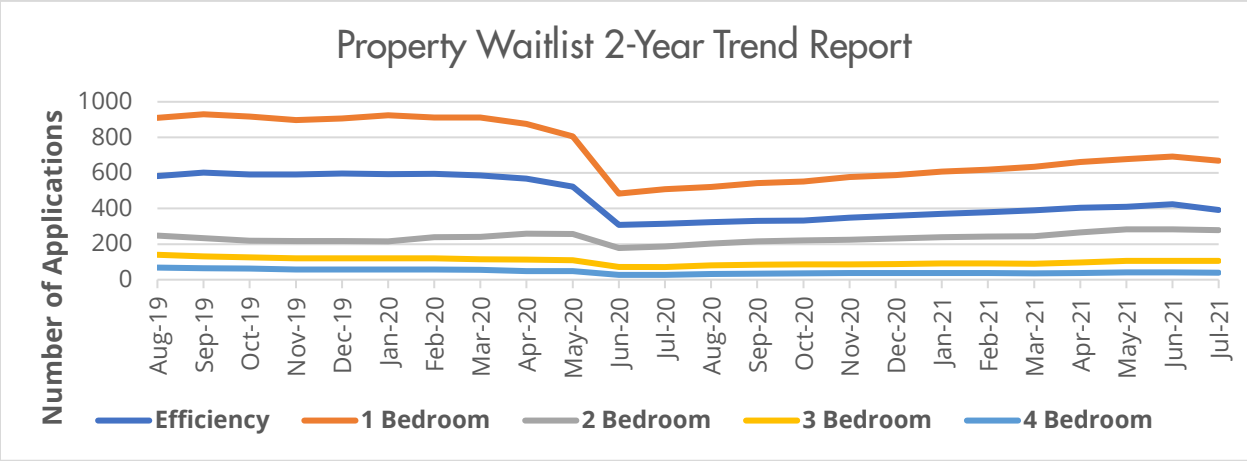
This report tracks the number of days it takes the Facilities and Assets team to complete non-emergency work orders. Our goal is to complete non-emergency work orders in 5 days or less.

Residential Property Emergency Work Order Completion Days
July 2021

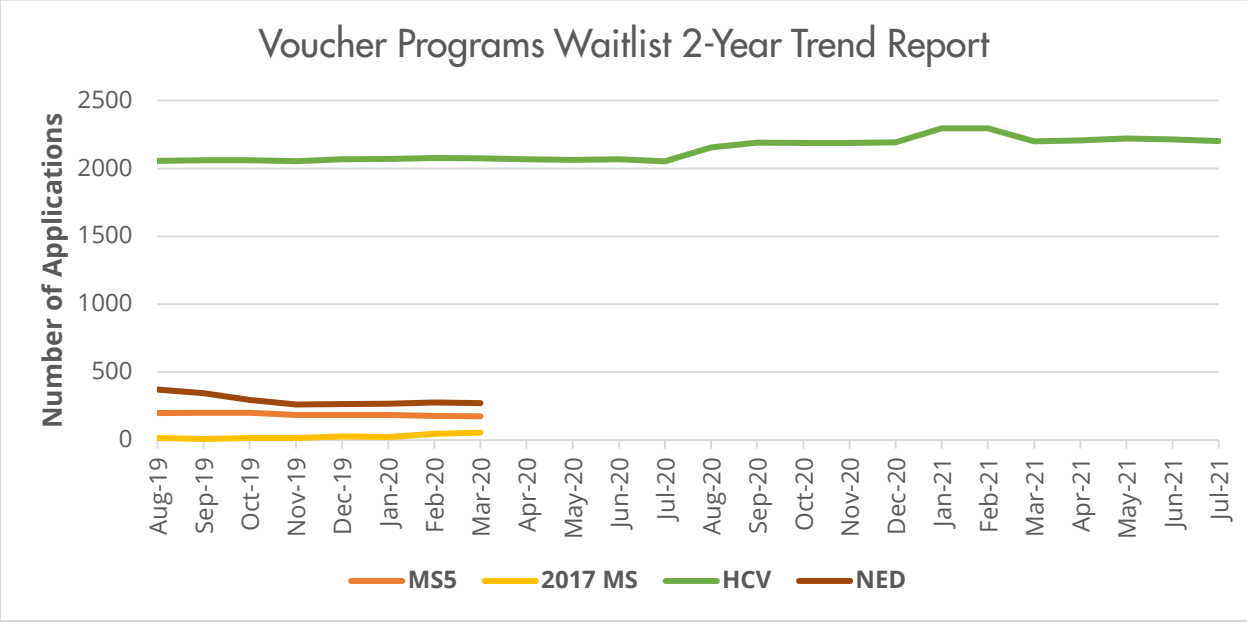
Community	Number of Work Orders	Average Days To Complete	Monthly Grade	YTD Number of Work Orders	YTD Average Days To Complete	YTD Grade
Ash Brook Apartments	-	-	NONE	6	0	P
Bennett Block	-	-	NONE	1	0	P
Brookbend East	1	0	P	7	0	P
Brookbend West	-	-	NONE	5	0	P
Central Square Terrace	5	0	P	23	0	P
Cottage Street	-	-	NONE	1	0	P
Emerald Street House	1	0	P	5	0	P
Evergreen Knoll LP	-	-	NONE	5	0	P
Forest View	1	0	P	21	0	P
Harper Acres	7	0	P	38	0	P
Keene Housing Main Office	-	-	NONE	-	-	NONE
Meadow Road	1	0	P	11	0	P
North and Gilsum	1	0	P	7	0	P
Riverbend Apartments	-	-	NONE	4	0	P
Scattered Sites	-	-	NONE	4	0	P
Stone Arch Village Family	2	0	P	6	0	P
Stone Arch Village Senior	-	-	NONE	11	0	P
Report Totals:	19	0	P	155	0	P

This report tracks whether emergency work orders are completed within 24 hours. Emergency work orders are those which, if left unattended, would lead to significant KH and/or tenant property loss.

Waitlists Trend Report
July 2021



*Waitlist purge completed in June 2020



*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	99%	587	$734	$89,917
February	$419,418	$328,994	78%	583	$564	99%	587	$253	$90,424
March	$528,490	$325,882	62%	572	$570	97%	587	$730	$202,608
April	$452,108	$320,099	71%	580	$552	99%	587	$747	$132,009
May	$452,108	$320,774	71%	558	$575	95%	587	$750	$131,334
June	$452,108	$314,509	70%	566	$556	96%	587	$440	$137,599
July	$452,108	$311,377	69%	568	$548	97%	587	$357	$140,731
August									
September									
October									
November									
December									
Total	$3,175,758	$2,251,136	71%	4008	$562	98%	4,109	$4,014	$924,622

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	89%	587	$734	$95,507
February	$419,418	$323,669	77%	523	$619	89%	587	$253	$95,749
March	$528,490	$320,347	61%	522	$614	89%	587	$730	$208,143
April	$452,108	$315,009	70%	519	$607	88%	587	$747	$137,099
May	$452,108	$315,979	70%	509	$621	87%	587	$750	$136,129
June	$452,108	$309,714	69%	508	$610	87%	587	$440	$142,394
July	$452,108	$306,722	68%	507	$605	86%	587	$357	$145,386
August									
September									
October									
November									
December									
Total	$3,175,758	$2,215,351	70%	3611	$613	88%	4,109	$4,014	$960,407

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	$15,264	$13,894	91%	17	$817	94%	18	$0	$1,370
June	$15,264	$12,364	81%	17	$727	94%	18	$0	$2,900
July	$11,885	$11,613	98%	17	$683	94%	18	$0	$272
August									
September									
October									
November									
December									
Total	$105,683	$98,520	93%	122	$807	97%	126	$0	$7,163

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	$59,816	$56,360	94%	96	$587	96%	100	$0	$3,456
June	$59,816	$55,847	93%	97	$576	97%	100	$44	$3,969
July	$59,231	$57,811	98%	97	$596	97%	100	$219	$1,420
August									
September									
October									
November									
December									
Total	$419,983	$397,904	95%	689	$578	98%	700	$459	$22,079

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	$24,678	$25,709	104%	46	$559	92%	50	$0	($1,031)
June	$7,673	$24,882	324%	46	$541	92%	50	$0	($17,209)
July	$25,426	$22,782	90%	46	$495	92%	50	$0	$2,644
August									
September									
October									
November									
December									
Total	$162,429	$172,305	128%	317	$544	91%	350	$0	($9,876)

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	$553	$15,823
April	$13,158	$12,246	93%	21	$583	42%	50	$45	$912
May	$13,158	$12,146	92%	20	$607	42%	50	$46	$1,012
June	$3,896	$12,138	312%	21	$578	42%	50	$46	($8,242)
July	$12,491	$10,616	85%	20	$531	42%	50	$46	$1,875
August									
September									
October									
November									
December									
Total	$129,035	$84,620	102%	145	$583	42%	350	$734	$44,415

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	$855	$1,175	137%	2	$588	67%	3	$0	($320)
June	$1	$1,175	117500%	2	$588	67%	3	$0	($1,174)
July	$1	$1,175	117500%	2	$588	67%	3	$0	($1,174)
August									
September									
October									
November									
December									
Total	$9,387	$8,233	33652%	14	$588	67%	21	$0	-$2,270

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
JULY 2021

Keene Housing	KEENE HOUSING Consolidated BALANCE SHEET - summary			
	Ending balance as of July 31, 2021	Ending balance as of December 31, 2020	$ Variance Incr/(Decr)	% Variance
ASSETS				
Total Current Assets	25,371,554	24,877,338	494,215	2%
Total Fixed Assets	54,360,758	54,450,097	(89,339)	0%
Total Other Assets	1,510,612	1,509,523	1,089	0%
Total Assets	**$81,242,924**	**$80,836,958**	**$405,966**	**0%**
LIABILITIES and EQUITY				
Total Current Liabilities	2,724,047	2,770,849	(46,802)	-2%
Total Long Term Liabilities	32,250,272	32,436,938	(186,666)	-1%
Total Liabilities	**$34,974,319**	**$35,207,787**	**($233,468)**	**-1%**
Total Equity	**$46,268,605**	**$45,629,171**	**$639,434**	**1%**
Total Liabilities & Equity	**$81,242,924**	**$80,836,958**	**$405,966**	**0%**

KEENE HOUSING AND COMPONENT UNIT ENTITIES			
Debt Current Ratio	7.43%	7.90%	

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 July 31, 2021	Ending balance as of December 31, 2020	$ Variance Incr / (Decr)	% Variance	Ending balance as of July 31, 2021	Ending balance as of December 31, 2020	$ Variance Incr / (Decr)	% Variance
ASSETS								
Current Assets								
Cash and Cash Equivalents	7,849,200	6,509,383	1,339,816	17%	3,155,629	3,649,011	(493,383)	-16%
Accounts Receivables, Net	1,370,254	1,750,591	(380,337)	-28%	63,520	33,480	30,040	47%
Loan Reveivables	12,823,749	12,858,246	(34,497)	0%	-	-	-	0%
Prepaid Expenses	56,261	55,644	617	1%	52,941	20,983	31,959	60%
Other Assets	-	-	-	0%	-	-	-	0%
Total Current Assets	$22,099,464	$21,173,864	$925,599	4%	$3,272,090	$3,703,474	($431,384)	-13%
Long-Term Assets								
Fixed Assets	34,453,851	34,349,690	104,161	0%	41,024,536	40,343,203	681,332	2%
Construction In Process	833,431	215,715	617,716	74%	22,718	0	22,718	-100%
Accumulated Depreciation	(12,553,984)	(11,924,605)	(629,378)	5%	(9,419,793)	(8,533,906)	(885,887)	9%
Total Fixed Assets	$22,733,298	$22,640,799	$92,498	0%	$31,627,460	$31,809,297	($181,837)	-1%
Other Assets								
Deferred Fees	14,230	14,230	-	0%	581,327	580,238	1,089	0%
Investment LP - Riverbend	1,032,302	1,032,302	-	0%	-	-	-	0%
Invesetment - CST	-	-	-	0%	-	-	-	0%
Investment - Riverbend	21,433	21,433	-	0%	-	-	-	0%
CST Rehab	-	-	-	0%	-	-	-	0%
Amortization - Lease Comm	(2,783)	(2,783)	-	0%	(135,897)	(135,897)	-	0%
Total Other Assets	$1,065,182	$1,065,182	$0	0%	$445,430	$444,341	$1,089	0%
Total Assets	**$45,897,943**	**$44,879,846**	**$1,018,098**	**2%**	**$35,344,981**	**$35,957,113**	**($612,132)**	**-2%**
LIABILITIES								
Current Liabilities								
Accounts Payable	575,063	328,569	246,495	43%	27,866	323,132	(295,266)	-1060%
Accrued Expenses	481,839	495,715	(13,876)	-3%	1,639,278	1,623,433	15,845	1%
Total Current Liabilities	$1,056,903	$824,284	$232,619	22%	$1,667,144	$1,946,565	($279,421)	-17%
Long Term Liabilities			-	0%			-	0%
Notes Payable	17,959,341	17,735,574	223,767	1%	14,289,465	14,699,898	(410,433)	-3%
Other	1,466	1,466	-	0%	-	-	-	0%
Total Long Term Liabilities	$17,960,807	$17,737,040	$223,767	1%	$14,289,465	$14,699,898	($410,433)	-3%
Total Liabilities	**$19,017,710**	**$18,561,324**	**$456,386**	**2%**	**$15,956,609**	**$16,646,463**	**($689,854)**	**-4%**
EQUITY								
Capital Investments, Net of Distributions	17,332,301	17,350,691	(18,390)	0%	23,021,655	23,030,509	(8,854)	0%
Retained Earnings	8,967,831	7,654,109	1,313,722	15%	(3,560,897)	(3,633,893)	72,996	-2%
Total Equity	**$26,300,132**	**$25,004,800**	**$1,295,332**	**5%**	**$19,460,758**	**$19,396,616**	**$64,142**	**0%**
Current Year's Net Income	$580,102	$1,313,722	($733,620)		($72,386)	($85,966)	$13,580	
Total Liabilities & Owner's Equity	**$45,897,943**	**$44,879,846**	**$1,018,098**	**2%**	**$35,344,981**	**$35,957,113**	**($612,132)**	**-2%**

Keene Housing	KEENE HOUSING Consolidated			
	INCOME STATEMENT			
	Actual	Budget	Variance	
	YTD Activity as of July 31, 2021	YTD Activity as of July 31, 2021	$ Variance (under) / over	% Variance
Total Operating Revenue	9,488,748	9,905,456	(416,708)	-4%
Total Operating Expenses	7,605,607	8,356,293	(750,686)	-10%
NET OPERATING INCOME	**$1,883,141**	**$1,549,163**	**$333,979**	**18%**

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

Non-Operating Expense	Actual	Budget	Variance	
Total Depreciation Expense	$1,118,073	$1,252,534	($134,461)	-12%

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 July 31, 2021	YTD Activity as of July 31, 2021	$ Variance (under) / over	% Variance	YTD Activity as of July 31, 2021	YTD Activity as of July 31, 2021	$ Variance (under) / over	% Variance
REVENUE								
Tenant Rent Income	951,260	903,856	47,404	5%	738,980	804,470	(65,490)	-9%
HAP / Subsidy Income	4,044,310	4,723,958	(679,648)	-17%	1,543,927	1,473,271	70,656	5%
MTW Non-HAP Income	332,356	415,597	(83,241)	-25%	-	-	-	0%
Commercial Rental Income	100,854	102,319	(1,465)	-1%	36,588	29,436	7,152	20%
Vacancy Loss	(91,903)	(88,167)	(3,736)	4%	(37,054)	(31,520)	(5,534)	15%
Admin Fee Income	512,044	561,477	(49,433)	-10%	-	-	-	0%
Managment Fees	344,052	337,610	$6,442	2%	-	-	-	0%
Interest Income	3,986	26,422	(22,435)	-563%	1,976	27,652	(25,676)	-1299%
Partnership / Incentive Fees	420,450	123,669	296,781	71%	-	-	-	0%
Other Income	552,214	466,743	85,471	15%	9,094	5,929	3,165	35%
Misc Tenant Income	4,102	5,497	(1,395)	-34%	21,512	17,237	4,274	20%
Total Operating Revenue	$7,173,725	$7,578,980	($405,255)	-6%	$2,315,023	$2,326,476	($11,453)	0%
EXPENSES								
Administrative	295,934	334,172	(38,239)	-13%	168,085	171,234	(3,150)	-2%
Operational	294,345	290,628	3,717	1%	58,687	76,678	(17,992)	-31%
Payroll	1,133,174	1,260,673	(127,499)	-11%	343,722	410,070	(66,348)	-19%
Utilities	370,257	348,685	21,572	6%	242,223	255,591	(13,368)	-6%
Maintenance	367,140	349,098	18,042	5%	240,835	201,600	39,235	16%
Taxes & Insurance	207,731	234,038	(26,307)	-13%	326,076	355,733	(29,657)	-9%
Interest	138,940	156,186	(17,246)	-12%	271,963	277,278	(5,315)	-2%
Tenant Relocation Exp	-	-	-	0%	-	-	-	0%
Amortization of Finance Cost	-	6,188	(6,188)	0%	-	8,355	(8,355)	0%
Tenant Programs	125,977	109,079	16,898	13%	6,711	11,433	(4,722)	-70%
HAP	3,013,807	3,499,573	(485,766)	-16%	-	-	-	0%
Total Operating Expenses	$5,947,305	$6,588,320	($641,015)	-11%	$1,658,302	$1,767,973	($109,671)	-7%
NET OPERATING INCOME	**$1,226,420**	**$990,660**	**$235,760**	**19%**	**$656,721**	**$558,503**	**$98,218**	**15%**

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

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 $1.9m and is over budget by $.3m.

OPERATING REVENUES are $9.5m a net decrease of $.4m as compared to the budget of $9.9m.

OPERATING EXPENSES are $7.6m a net decrease of $.8m as compared to the budget of $8.4m.

REVENUE	VARIANCES for Revenue categories (Less) / Higher than Budget	
Tenant Rent Income	(12,399)	
HAP / Subsidy Income	(608,992)	The demand for subsidy was less than budget. The remaining balance can be held at HUD and / or used for Non-HAP expenses.
MTW Non-HAP Income	(83,241)	The actuals are less than budget. 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 $332k.
Vacancy Loss	(9,270)	The Vacancy Loss is a reduction to revenue and the 2021 actuals are higher than the budget so this is a larger reduction to revenue.
Admin Fee Income	(49,433)	HUD Admin Fee are under budget. The Section 8 admin fees are under budget by $65k but actuals are based on the actual admin expensed, timing. MS in under budget at $12k and related to new vouchers awarded but not leased at this time, timing. SPV are over budget by $7k. The additional CARES funds admin fees are utilized are over budget by $20k.
Interest Income	(48,111)	Timing, related to Evergreen Knoll.
Partnership / Incentive Fees	296,781	Partnership fees and distributions, paid to Keene Housing from surplus cash for 2020 on LIHTC properties managed. The YTD budget is $124k, $413k has been received to date.
Management Fees	6,442	On budget
Other Income	88,636	Other Income is higher than budget. Development fees earned is higher than expected. Other items under budget are grant income, misc income and the FSS grant income, timing.
Misc Tenant Income	2,879	Higher than budget
Total Operating Revenue	(416,708)	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	(55,663)	Expenses are generally all under budget.
Payroll	(193,847)	Benefit Expenses are under budget by $96k. This variance is expected to remain for the year and possibly continue to increase slightly. Salaries are under budget by $97k, all vacant positions were filled, therefore the variance for payroll will begin to decrease each month.
Utilities	8,204	Fuel Expense is under budget by $18k. Water & Sewer is under budget by $1k. Electric is over budget by $27k, timing.
Maintenance	57,277	Maint items over budget by $91k: Repairs $30k, flooring $21k, Security $18k. Items under budget by $39k: Misc Contract $12k, Snow Removal $9k, Electrical $11k.
Taxes & Insurance	(55,964)	Property Taxes is under budget by $31k, there was a change in calculation on the Ash Brook property which resulted in an increase of property tax and was reflected in the budget, the city has not adjusted their bill. All other properties are small adjustments in actuals bills compared to budget. Insurance is under budget by $25k, There have been less increases than expected. Another factor is the consolidated policies for the purchased properties.
Interest	(22,561)	Timing
Tenant Relocation	-	Related to Bennett Block rehab project.
Amortization of Finance Cost	(14,543)	Timing
Tenant Programs	12,176	Tenant program are over budget and related to the internet assistance payments being made to residents and are reimbursed by HUD CARES Act funding = $40k. Other residential services are under budget, related to lack of activities: garden, resident BBQ, RSR grants to residents.
HAP	(485,766)	HAP disbursements are under budget in MTW by $361k and MS by $131k. NEDs expenses are over budget by =$7k.
Total Operating Expenses	(750,686)	Lower than Budget
Net Variance for Net Income	**$333,979**	**Higher 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)	361,967	95,596	283,947 Higher Revenue	17,576 Higher Expenses	
Monadnock Affordable (MAHC)	414,788	296,555	141,963 Higher Revenue	23,729 Higher Expenses	
Keene Affordable (KAHP)	114,535	80,526	(38,714) Lower Revenue	(72,723) Lower Expenses	
Meadow Road	36,142	32,944	(6,745) Lower Revenue	(9,942) Lower Expenses	
Ash Brook Apartment	43,659	35,217	2,183 Higher Revenue	(6,259) Lower Expenses	
Emerald Street	(4,165)	2,879	(7,240) Lower Revenue	(196) Lower Expenses	
Section 8 Voucher Program (MTW)	109,910	$416,206	(734,756) Lower Revenue	(428,460) Lower Expenses	
Mainstream Voucher Program	28,301	2,933	(110,833) Lower Revenue	(136,201) Lower Expenses	
Special Purpose Vouchers (NEDs, AHPP,FYIP)	33,383	(24,752)	55,106 Higher Revenue	(3,029) Lower Expenses	
Riverbend (and LIHTC)	88,792	52,556	10,725 Higher Revenue	(25,511) Lower Expenses	
TOTALS	$1,227,310	$990,660	($404,365) Lower Revenue	($641,015) Lower Expenses	
PARTNERSHIPS AND MANAGED ENTITIES					
Low Income Tax Credits Properties (LIHTC)					
Evergreen Knoll	54,557	54,103	(4,145) Lower Revenue	(4,598) Lower Expenses	
Brookbend West	167,577	113,351	10,185 Higher Revenue	(44,041) Lower Expenses	
Stone Arch Family	61,696	49,973	1,912 Higher Revenue	(9,811) Lower Expenses	
Stone Arch Senior	44,736	41,475	(4,168) Lower Revenue	(7,429) Lower Expenses	
LIHTC with 10/31 year ends					
Brookbend East	190,233	152,746	14,563 Higher Revenue	(22,924) Lower Expenses	.
Central Square (multifamily)	135,804	139,273	(26,239) Lower Revenue	(22,770) Lower Expenses	
Non-Owned/Managed Properties					
Cottage Street	1,228	7,581	(4,451) Lower Revenue	1,901 Higher Expenses	
TOTALS	655,831	$558,503	($12,343) Lower Revenue	($109,671) Lower Expenses	

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

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
Development Consulting	TAG Associates	09/01/1 6- 08/31/19	8/31/2021	remaining renewal options: 0	<$50,000.00	
Development Consulting	Evernorth (Formerly NNEHIF)	10/01/16 - 09/30/19	9/30/2021	remaining renewal options: 0	<$50,000.00	
Copier/Printer Leases	US Bank	10/25/2019-10/25/2024	10/25/2021	remaining renewal options: 3 (2022, 2023, 2024)		$352
Copier/Printer Leases	US Bank	10/25/2019-10/25/2024	10/25/2021	remaining renewal options: 3 (2022, 2023, 2024)		$12,063
Copier/Printer Leases	US Bank	10/25/2019-10/25/2024	10/25/2021	remaining renewal options: 3 (2022, 2023, 2024)		$121
Copier/Printer Leases	US Bank	10/25/2019-10/25/2024	10/25/2021	remaining renewal options: 3 (2022, 2023, 2024)		$1,101
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
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	

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
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	
Janitorial	Jan-Pro Cleaning Systems	06/26/17- 06/22/18	6/23/2022	remaining renewal options: 0		$44,268
Architect/Engineering Services	Warrenstreet Architects	07/01/19-06/30/22	6/30/2022	remaining renewal options: 2 (2023, 2024)	as needed	
Propane Gas Heating Services	L&G Propane	07/01/17 - 06/30/19	6/30/2022	remaining renewal options: 0		Fixed Pricing 1.2009/gal
Document Management Software	PiF Technology	08/31/19 - 08/31/20	8/31/2022	remaining renewal options: 0 (renewed annually)		$6,875
Document Management Software	De Lage Landen Financing	08/31/2017 - 08/31/2021	8/31/2022	remaining renewal options: 0		$7,500
Capital Needs Assessment	GDS Associates	12/18/19- 12/17/22	12/17/2022	remaining renewal options: 2 (2021, 2022)		
Heating/AC/AH	Gary Jackson Heating	09/16/21 - 09/15/23	9/15/2023	remaining renewal options: 3 (2024, 2025 2026)	as needed	
Graphic Design	Silver Direct	02/01/19 - 1/31/24	1/31/2024	remaining renewal options: 4 (2021, 2022, 2023, 2024)	< $15,000.00	
Architect/Engineering Services	Stevens & Associates	07/01/19-06/30/22	6/30/2024	remaining renewal options: 0	as needed	
IT Support	True North Networks	4/30/2014 - no end	no end			

Keene Housing

MTW HCV Quarterly Dashboard Report

Excludes Mainstream, NED, HOVO and Shelters

Submitted July 2, 2021

$0 HAP Households

Status	Program	Household ID#	$0 HAP Effective	EOP Date	Resident Service Coordinator	
Active	Private Market	45694	12/01/2018	12/31/2019	Kelly White	*moving, will be EOP'd in July 2021
Active	Project-based	45585	03/01/2021	08/31/2021	Laura Scott	
Active	Private Market	47798	04/01/2021	09/30/2021	Laura Scott	

TANF Stepped Subsidy Households

Program	Household ID#	MTW Step
Private Market	45608	3
Project-based	46314	3
Project-based	48499	1
Project-based	48659	1
Project-based	48790	1
Project-based	48819	1
Private Market	48925	RCT-IB, w/services
Project-based	49009	RCT-IB, w/services

RSR Compliance

Households with No Assessment	9	8 RCT no services, 1new participant
Households with No Strikes	54	
Households on 1st Strike	36	
Households on 2nd Strike	18	
Households on 3rd Strike	17	
Total Households:	125	

Rent Burden for Stepped Subsidy Households (Excludes STRIKES and Zero Income Households)

Under 30% Rent Burden	68
31%-45% Rent Burden	15
Over 45% Rent Burden	15

Safety Net Overview

	MONTHLY HAP	SAFETY NET HAP	HAP DIFFERENCE	APPROVED APPS	DENIED APPS	WITHDRAWN APPS	TOTAL APPS	
PBV Subtotal	$6,438	$10,289	$3,851	10	0	0	10	
HCV Subtotal	$2,280	$5,423	$3,143	6	0	0	6	
Quarter Total	**$8,718**	**$15,712**	**$6,994**	**16**	**0**	**0**	**16**	
City Assistance		$0					0	
SCS COVID-19 Assistance								
PBV Subtotal	$0	**$28,969**					19	12 HH total

Gross Income Change Overtime (Includes Active and Inactive Households)

2020 Q-2

Average	$24,965.00
Median	$25,133.00
Number Households	126

2021 Q-2

Average	$26,467.00
Median	$27,212.00
Number Households	112

Notes:

Total Households will differ due to some participants not attending mandatory meetings therefore there is no data.

Safety Net: City Assistance - SCS assisted all households. No City of Keene or Town of Swanzey assistance.

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 SAVS Bingo	3 SAVS Community Garden Meeting	4 Brookbend East/West Community Garden Meeting CST Bingo	5 CST & Ash Brook Community Garden Meetings CST Game Night	6	7
8	9 SAVS Bingo Harper Coloring Group	10 SAVS Community Garden Meeting CST Resident Cooking Group	11 Brookbend East/West Community Garden Meeting CST Bingo	12 CST & Ash Brook Community Garden Meetings CST Game Night	13 Staff Summer Picnic	14
15	16 SAVS Bingo Harper Group Planning Meeting	17 SAVS Community Garden Meeting CST Group Planning Meeting and Card Making	18 Brookbend East/West Community Garden Meeting CST Bingo	19 Board of Commissioners Meeting CST Game Night	20	21
22	23 SAVS Bingo Harper Craft Group	24 SAVS Community Garden Meeting CST Craft Group	25 Brookbend East/West Community Garden Meeting CST Bingo SAVS Craft Group	26 CST & Ash Brook Community Garden Meetings CST Game Night	27	28
29	30 SAVS Bingo	31 SAVS Community Garden Meeting				

Keene Housing

SEPTEMBER 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Brookbend East/West Community Garden Meeting CST Bingo	2 CST & Ash Brook Community Garden Meetings	3 Office Closed Summer Slowdown	4
5	6 Office Closed Labor Day SAVS Bingo	7 SAVS Community Garden Meeting	8 Brookbend East/West Community Garden Meeting CST Bingo	9 CST & Ash Brook Community Garden Meetings	10	11
12	13 SAVS Bingo	14 SAVS Community Garden Meeting	15 Brookbend East/West Community Garden Meeting CST Bingo	16 CST & Ash Brook Community Garden Meetings	17	18
19	20 SAVS Bingo	21 SAVS Community Garden Meeting	22 Brookbend East/West Community Garden Meeting CST Bingo	23 Board of Commissioners Meeting	24	25
26	27 SAVS Bingo	28 SAVS Community Garden Meeting	29 Staff Annual Fair Housing Training CST Bingo	30 CST & Ash Brook Community Garden Meetings		

Keene Housing