Keene Housing

Keene Housing
Board of Commissioners Meeting
December 16, 2021

Ash Brook Site Work Including New Drainage, Parking Lot and Sidewalks

Meeting Location:
Keene Housing
831 Court Street
Keene, NH 03431

Keene Housing

Board of Commissioners Meeting
Thursday, December 16, 2021
Table of Contents

Agenda……...1

November 18, 2021 Keene Housing Board Meeting Minutes…..……..……2

Approval Bad Debt Write Offs for 2021……..……6

Approval of 2022 Operating and Capital Budget……..……9

Approval of the 2022 Tenant Selection and Occupancy Plan……..…..18

Approval of Revisions to the Moving to Work Administrative Plan……21

Informational Memo: Biannual Community Gardens Board Report……24

Housing Management Report……..……29

Finance Report……..……..……..……..……..……..……..……..……42

Active Contract List……..……..……..……..……..……..……50

Keene Housing Calendar of Events……..……..……..……..……..……52

Keene Housing

BOARD OF COMMISSIONERS MEETING
THURSDAY, DECEMBER 16, 2021
12:00 P.M.
KEENE HOUSING
831 COURT STREET, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the November 18, 2021 Keene Housing Board Meeting Minutes

IV. Executive Director's Report

V. Management Report

VI. Finance Report

VII. Old Business

VIII. New Business

a. Keene Housing Kids Collaborative Update

b. Approval Bad Debt Write Offs for 2021 (Resolution No. 713)

c. Approval of 2022 Operating and Capital Budget (Resolution No. 714)

d. Approval of the 2022 Tenant Selection and Occupancy Plan (Resolution No. 715)

e. Approval of Revisions to the Moving to Work Administrative Plan (Resolution No. 716)

f. Informational Memo: Biannual Community Gardens Board Report

IX. Public Comment

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

XI. Adjournment

Minutes of the Keene Housing Board of Commissioners Meeting
Thursday, November 18, 2021

Chairperson Mack called the Keene Housing Board of Commissioners meeting to order at 12:03 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
- Susan Shaw, Commissioner
- Pam Slack, Commissioner

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

MINUTES:

Chairperson Mack called for approval of the October 21, 2021 Board of Commissioners meeting minutes. Commissioner Slack made a motion to approve the minutes. Commissioner Shaw seconded the motion, which upon being put to vote, the minutes passed unanimously.

Chairperson Mack called for approval of the November 8, 2021 Board of Commissioners Special meeting minutes. Commissioner Slack 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 stated the New Hampshire Public Utility Commission rejected an energy efficiency plan endangering the NHSaves program. NHSaves offers energy rebates and incentives to New Hampshire residents and businesses. Several of Keene Housing's projects have benefited from the NHSaves Program and this could potentially create a $1 million gap in Keene Housing's 2022 capital budget. The Board of Commissioners expressed their support for Secretary Meehan advocating for the continuation of the NHSaves program on behalf of Keene Housing.

Keene Housing is submitting an Emergency Community Development Block Grant (CDBG) application for the 105 Castle Street rehabilitation project. Keene Housing is still negotiating with the insurance company regarding the value of the damage resulting from the fire in March 2021. Secretary Meehan is going to ask Monadnock Collaborative to reaffirm their commitment to contribute to the renovation project and to return to 105 Castle Street after the project is complete.

Secretary Meehan stated there are concerns about vandalism and poor resident decisions

at Central Square Terrace and Forest View. As a result, Keene Housing hired a security firm to patrol both properties and a letter was sent to the residents of each property from Secretary Meehan outlining the concerns and action taken.

Secretary Meehan reviewed lease rates and latest outcomes of Keene Housing's Landlord Incentive Program.

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. 710 - Approval of Bad Debt Write Offs for 2021 for Brookbend East and Central Square Terrace

The Keene Housing Board of Commissioners authorizes the Finance Department to write-off tenant's old accounts receivable for Brookbend East for $925.19 and CST Housing for $1,387.83 as uncollectible bad debt for the fiscal year ending October 31, 2021 pursuant to the November 5, 2021 memorandum from Linda Griffin, Finance Director to Joshua R. Meehan, Executive Director. Commissioner Slack moved the motion to approve the resolution. Commissioner Elliott seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 711 - Approval of 2022 Board of Commissioners Meeting Schedule

Commissioner Slack requested the date of the December Board of Commissioners meeting be changed to December 15th rather than December 22nd. The Keene Housing Board of Commissioners adopts the amended meeting schedule for its 2022 meetings pursuant to the November 4, 2021 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director. Commissioner Slack moved the motion to approve the amended resolution. Commissioner Elliott seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 712 - Approval of Fiscal Year 2022 Voucher Payment Standards

The Keene Housing Board of Commissioners approves and adopts Keene Housing's Fiscal Year 2022 Voucher Payment Standards, and further authorizes the Executive Director to make any technical corrections necessary pursuant to the memorandum dated November 15, 2021, from Denise Pratt, Director of Housing and Services to Joshua Meehan, Executive

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

Informational Memorandum: Annual Adjustment of Keene Housing's Living Wage

Ms. Wright reviewed the Annual Adjustment of Keene Housing's Living Wage as outlined in the Informational Memo dated November 3, 2021.

Informational Memo: Draft Operating Budget Fiscal Year 2022

Ms. Griffin reviewed the draft operating budget for Fiscal Year 2022 for Keene Housing and Keene Housing managed properties as outlined in the Informational Memo dated November 12, 2021.

Informational Memo: Draft Capital Planning Budget Fiscal Year 2022

Ms. Griffin reviewed the draft 2022 capital planning budget for Keene Housing and Keene Housing managed properties as outlined in the Informational Memo dated November 12, 2021.

OLD BUSINESS:

No topics were presented.

PUBLIC COMMENT:

No members of the public were present.

NON-PUBLIC SESSION:

Vice Chairperson Coates made a motion to enter into non-public session for the purposes of discussing a real estate transaction pursuant to RSA 91 A:3, II (d) and a personnel matter pursuant to RSA 91 A:3, II (a). Commissioner Slack seconded the motion, which upon being put to vote, the motion to suspend Public Session passed unanimously.

Chairperson Mack suspended the Public Session at 1:05 p.m. on Thursday, November 18, 2021 to convene a Non-Public Session.

Vice Chairperson Coates made a motion to reconvene Public Session. Commissioner Shaw seconded the motion, which upon being put to vote, the motion to reconvene Public Session passed unanimously.

PUBLIC SESSION RECONVENED:

Chairperson Mack reconvened the Public Session on Thursday, November 18, 2021 at 1:31 p.m. Chairperson Mack stated the Board of Commissioners voted during non-public session to seal the minutes of that 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 1:33 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

11/23/2021
Date

Keene Housing

Resolution No. 713

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item: Bad Debt – write offs for 2021

2. Date of Board Meeting: December 16, 2021

3. Proposed Board Resolution:

That the Keene Housing Board of Commissioners, authorizes the Finance Department to write-off tenants' old accounts receivable for $23,704 as uncollectible bad debt for the fiscal year ending December 31, 2021 pursuant to the December 8, 2021 memorandum from Linda Griffin, Finance Director to Joshua R. Meehan, Executive Director.

4. All Backup Attached?

Yes X No ☐

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

5. Department Head Approval Signature _____ Date: _____

6. Statement of availability of funds by Finance Manager

Funds Budgeted and Available Yes☐ No X Source _____

Account #_____

Finance Manager Approval Signature _____ Date: 12/9/2021

7. Executive Director Approval Signature _____ Date: 12/9/21

Keene Housing

MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Linda Griffin, Finance Director
Subject: Bad Debt - write offs for 2021
Date: December 8, 2021

This memorandum recommends that the Keene Housing Board of Commissioners authorizes the Finance Department to write-off tenants' old accounts receivable for approximately $23,704 for the fiscal year ending December 31, 2021.

The Finance Department and the Housing Department have completed a review of the inactive tenants' accounts and have identified accounts that are deemed uncollectible and are to be written off to bad debt. These accounts consist of unpaid rent, damages, late fees and work order charges for tenants that have moved out and have no payment plan setup. These accounts will be sent to a collection agency for further collection efforts. During 2021, there was $6,334 collected from previous bad debt write offs.

The comparison of total write-offs per year are as follows:
2021= $23,704 2020=$16,544 2019= $18,790

Summary of write-off per property are as follows:

PROPERTIES	2021 write offs
Keene Affordable Housing:	
Forest View	0
North & Gilsum	527
Bennett Block	0
Harper Acres	1,794
Scattered sites	85
Brookbend West	4,344
Evergreen Knoll	13,371
Riverbend Apartments	0
Meadow Road	0
Stone Arch Village Family	3,583
Stone Arch Village Senior	0
TOTALS	23,704

KH staff has increased their efforts in working with current tenants to keep their accounts up to date and this is a way to avoid large unpaid balances especially at time of move out. However, during an eviction process there may be increased unpaid fees due to the difficulty working with those tenants. KH will work with tenants who have contacted KH with financial hardship and payback arrangements are setup to pay off the overdue balance.

RECOMMENDATION

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

Resolution:

That the Keene Housing Board of Commissioners, authorizes the Finance Department to write-off tenant's old accounts receivable for approximately $23,704 as uncollectible bad debt for the fiscal year ending December 31, 2021 pursuant to the December 8, 2021 memorandum from Linda Griffin, Finance Director to Joshua Meehan, Executive Director.

Keene Housing

Resolution No. 714

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item: 2022 Operating and Capital Budget

2. Date of Board Meeting: December 16, 2021

3. Proposed Board Resolution:

That the Keene Housing Board of Commissioners, authorizes the adoption of the proposed consolidated Keene Housing 2022 Operating and Capital Budget as presented, and further authorizes the Director of Finance to make any necessary line item adjustment at the discretion of the Executive Director, not to exceed a 10% increase over approved budgets or an aggregate total not to exceed $100,000, pursuant to the December 9, 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 _____

Account # _____

Finance Manager Approval Signature _____ Date: 12/9/2021

7. Executive Director Approval Signature _____ Date: 12/9/21

Keene Housing

MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Linda Griffin, Finance Director
Subject: 2022 Consolidated Budget
Date: December 9, 2021

This memorandum recommends that the Keene Housing Board of Commissioners adopt the proposed consolidated 2022 budget and the capital budget 2022, as presented.

Developing the consolidated budget for the 2022 fiscal year consisted of a process that included the Executive Director, the Finance Director, Finance department accountants along with significant input from the Directors of Facilities & Assets, Administration, Housing and Programs. Detailed worksheets and analyses were prepared for each property and each line item. This data was rolled up into the consolidated budget.

Developing the capital budget for the 2022 fiscal year involved reviewing each property and Capital Needs Assessments with the Director Facilities & Assets. The documented needs were prioritized with the Executive Director, relevant Department Directors and Property Managers.

There are four reports attached 1) the summary of the consolidated operational income statement comparing 2021 projection to the 2022 budget 2) income statements for individual property or program budgets for 2022 3) a cash and replacement reserve balance projection for 2022 and 4) the capital improvement projects for 2022.

SUMMARY

The net income (before depreciation):
2022 Budget = $2.4m
2021 Projected = $3.8m

Revenues:
2022 Operating Budget has increased by $1.4m (9%) compared to 2021 projection.

Expenses:
2022 Operating Budget has increased by $2.8m (21%) compared to 2021 projection.

Below is a narrative of significant changes and assumptions used in the development of the operating budgets based on the best available information at the time, along with an analysis of the fiscal year 2021 income and expenses. In addition, please refer to the November board meeting memo that discusses a number of details related to developing the assumptions.

The following are Income assumptions worth noting:

- HUD voucher funding - it is assumed that Congress will fund the voucher programs in 2022 at the current 2021 level plus an inflation factor of 4%. The Non-Elderly Disabled (NED) and Mainstream voucher programs are re-benchmarked using prior year actuals each year in January.

- KH received 25 additional vouchers in our Mainstream program in 2021. These new vouchers are currently being leased and are anticipated to be fully leased during 2022.
- The KH voucher payment standards (VPS) – the VPS determine rents paid to property owners (including many of the KH owned/managed properties). KH is increasing the VPS in 2022 and subsidy will increase as leases and Housing Assistance Payment Contracts (HAPs) are renewed throughout the year.
- Tenant rent - The assumption is that tenant rents will stay at current levels.
- MTW funding for 2022 available for Non-HAP eligible expenses assumed at $692k. The assumption is that the Capital Improvements budget will receive $479k, Keene Housing Kids Collaboration (KHKC) will continue to receive support from KH but at a reduced budget of $25K, there are some funds in the budget to support the under funding of the Non-Elderly/Disabled and Mainstream voucher programs of $89k.
- The Commercial Rents received are expected to decrease by $53k or 22%. The decrease is related to the loss of CHT (Cheshire Housing Trust) at the Mill Building and continued losses at 105 Castle St. due to the fire. The assumption also includes an average increase in rent of 3%, and the budget assumes that the one storefront that is currently vacant at Central Square Terrace will remain so although KH is currently in discussions with a potential commercial tenant.
- Administrative Fee income is assuming an overall funding increase of 29% from 2021 related to the increase in the Housing Assistant Payment funding and an increase in voucher utilization.
- The Development Fee budget for 2022 assumes a portion of the Deferred Development Fees from Central Square Terrace (CST) will be paid at $50k from surplus cash at the end of 2022. This is a significant, and expected, reduction from the Development Fee earned during the development phase.
- The Budget for Vacancy Loss (a reduction in revenue) is difficult to predict. KAHP vacancy for 2021 was $150k related to the rehabilitation of Bennett Block and will be reduced for 2022 to $50k. Other properties budget will have similar vacancy loss as the prior year, although a concerted effort will be made to reduce vacancy losses, and related legal expenses
- The Family Self Sufficiency (FSS) grant application was submitted again this year but the notice of award has not been received. The FSS grant supports two full time Resident Service Coordinator positions in the Housing and Programs department and we are expecting a significant increase in the grant amount.

The following are Expense assumptions worth noting:

- The Administrative expense budget increases by $308k or 23% from the 2021 projection.
  - Management Fees are paid by the property owner to KH/Locals based on increased rent collected.
  - Development Consulting is related to consulting costs to support pre-development work for KH's next affordable housing project.
  - Energy Consulting is increasing related to evaluating additional solar opportunities.
- The Employee Payroll/Fringe expense budget increased by $844k or 35% from the 2021 projection. During 2021 there were numerous staff vacancies which reduced payroll and

benefits costs by approximately $500k or a 15%. There are currently no staff vacancies and 1.5 positions were added mid 2021; those additions are included in the 2022 budget. There are also annual employee increases (inclusive of a CPI adjustment along with merit increases) for salaries. There is a mid-year increase in renewing benefits. There is also an increase to the FSS staff salary related to the anticipated increase in grant income.

- The overall Utilities budget for 2022 is increasing from the 2021 budget by $35k or 3%. The main reason for the increase is the addition of the CHT portfolio. KH has fixed the cost of electricity for 2022 through Power Purchase Agreements for all our properties. Our energy consultant has been tracking usage at most properties and that history is part of the budget assumption. There is also an assumption that we will continue to see energy savings from the various improvements made at Forest View, CST and North & Gilsum.
- Maintenance budget expense is increasing by $174k or 17% from the 2021 projection. We have been experiencing significant need for flooring replacements, the budget was increased by $65k to account for those replacements. Several other expenses were increased by 3% in response to increased pricing for materials, repairs and appliances.
- Property Tax budget is increased by $101k or 15% from the 2021 projection. This increase is related to adding the CHT portfolio, which is fully taxed, in 2021. In addition, it is assumed there would be 2% increase across most of the properties. Many other properties have a "Payment in Lieu of Taxation" (PILOT) agreement or are eligible for the alternative "Low Income Housing Tax Credit" tax calculation method based on 10% of revenues and we do expect revenue to increase throughout the year related to the VPS increasing.
- Property/Liability Insurance budget increased by $47k or 15% from 2021 projection. The assumption includes the additional cost related to adding the CHT portfolio and premium increases that occurred mid-2021 and mostly likely will increase again mid-2022.
- Interest expense budget is increasing by $8k or 1.2%.
- HAP expense budget is increased by $1.1m or 21% from the 2021 projection. Voucher utilization was severally depressed in 2021 and the 2022 assumption assumes a return to pre-2021 utilization rates by year's end subject to the impact of COVID on business operation and the rental market. Mainstream vouchers, which have been particularly difficult to lease, will be fully leased in 2022.
- The Tenant Programs (youth programming, development grants, rent credits, resident activities, community gardens) budget is increased by $156k or 92%. The budget 2022 has added two additional programs, landlord incentives to increase voucher utilization and the broadband utility allowance for Resident Self Reliance participants. There are 3% increases to the payments being made to Keene Housing Kids Collaborative by property (KAHP, Brookbends, Meadow Road, Stone Arch Village Family).

The capital improvement/purchases budget totals $5.3m, the details are attached to this memorandum.

The board of Monadnock Affordable Housing Corporation will hold their annual meeting on December 9, 2021 to approve the budget for MAHC owned properties.

The Finance Director will continue to report on the monthly financial position of property and programs with actuals to budget.

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 consolidated Keene Housing 2022 Operating and Capital Budget as presented, and further authorizes the Director of Finance to make any necessary line item adjustments at the discretion of the Executive Director, not to exceed a 10% increase over the approved budgets or an aggregate total not to exceed $100,000, pursuant to the December 10, 2021 memorandum from Linda Griffin, Finance Director to Joshua Meehan, Executive Director.

KEENE HOUSING - CONSOLIDATED BUDGET 2022

	Totals 2021 Projection	Totals 2022 Budget	(decr)/Incr from 2021 projection to 2022 budget		NOTES:
INCOME					
Rents, Tenants/Subsidy	$14,615,591	**$16,007,548**	9.5%	$1,391,957	1) The HAP funding from HUD assumes inflation of 4% at 100% proration from 2021 funding levels. 2) Rent increases from change in VPS in Project Based units.
Rents, Commercial	$235,290	**$182,521**	-22.4%	($52,769)	Decrease is related to no income from the 105 Castle St and Mill Building tenants.
Admin Fee Income	$860,118	**$1,111,830**	29.3%	$251,712	Increased Admin Fee due to projected increases in voucher utilaztion.
Other Income	$265,931	**$295,344**	11.1%	$29,414	
Development Fees	$435,504	**$50,000**	-88.5%	($385,504)	Deferred Development Fees are expected to be received in 2022, related to CST operating and surplus cash calculation.
Management Fee Earned	$590,112	**$674,642**	14.3%	$84,530	Increased fees related to the increase in rent collected and additional properties.
Misc Tenant Income	$48,398	**$49,698**	2.7%	$1,300	Slight increase related to additional properties.
LESS: Vacancy Loss	$230,476	**$105,680**	-54.1%	($124,796)	The vacancies at KAHP (Bennett Block rehabiliation) affected 2021 and fully leased in 2022. No significant change in vacancies expected at other properties.
TOTAL OPERATING INCOME	$16,820,467	**$18,265,902**	**8.6%**	**$1,445,436**	
Partnership Fees	$212,000	**$385,000**	81.6%	$173,000	estimated incentive fees : SAV F, SAV S, BBE, BBW, EK, RB. Based on projected net income for 2021.
MTW transfers (prior year carryover)	$0	**$650,000**	0.0%	$650,000	MTW funds being held at HUD from previous year and used in 2022.

	Totals 2021 Projection	Totals 2022 Budget	(decr)/Incr from 2021 projection to 2022		NOTES:
EXPENSES					
Administrative	$1,337,941	**$1,649,288**	23.3%	$311,347	The management fees paid by properties are increasing related to increase in rent collected. The Development and Energy Consulting fees increased related to potential new development projects.
Payroll and Fringe	$2,445,602	**$3,290,034**	34.5%	$844,432	Assumes annual increases (CPI plus merit) in payroll costs. Asssumes benefit costs increase at renewals of 10%. KH was not fully staffed during 2021. For 2022 it is assumed that KH is fully staffed and including the 1.5 staff hired mid 2021.
Utilities	$1,047,790	**$1,082,909**	3.4%	$35,118	Budget assumption used consultant's energy usage/cost for 2021, projected energy cost increasing in the market, assuming 3%. Additional properties included in 2022. All the reductions related to heat pump projects: FV, CST and solar at HA, FV, N&G have been assumed.
Maintenance	$1,000,592	**$1,174,819**	17.4%	$174,228	Increased flooring replacements at a number of properties makes up $80k. All other items are assuming 3% increases.
Misc Equipment (not captial)	$21,416	**$56,831**	165.4%	$35,415	These items are ongoing appliance replacments and minor renovations.
Property Taxes	$634,078	**$718,811**	13.4%	$84,733	Added properties from CHT porfolio approx $75k in taxes. Assumes a 2% increase in other property tax.
Property/Liability Insurance	$314,397	**$361,132**	14.9%	$46,735	Assumes a 3% increase in all premiums based on 2021 projectons. In addition, there were some properties added.
Interest Expense	$717,245	**$725,665**	1.2%	$8,419	
HAP disbursements	$5,300,180	**$6,406,848**	20.9%	$1,106,668	Based on increase in VPS in 2022 and increasing voucher utilization.
Investor Fees	$23,606	**$28,313**	19.9%	$4,707	Estimated investor fees : SAV F, SAV S, BBE, BBW, EK, RB.
Tenant Programs	$168,656	**$325,124**	92.8%	$156,468	All of this expense is funded by MTW funds.
TOTAL OPERATING EXPENSES	$13,011,502	**$15,819,774**	**21.6%**	**$2,808,271**	
Partnership Fees	$107,274	**$0**	-100.0%	($107,274)	Estimated distributions : SAV F, SAV S, BBE, BBW, EK, RB. Based on projected net income for 2021.
MTW transfers for Non-HAP	$1,660,620	**$1,342,552**	-19.2%	($318,068)	Transfer of Non-HAP MTW to KAHP for capital improvements, Resident programs and KHKC.
NET INCOME operating	$3,808,964	**$2,446,129**			

before depreciation

CASHFLOW PROJECTION	Totals	Locals	MAHC	MTW-Block Grant	MTW-Section 8	Main stream Voucher	Non-Elderly/Disb	KAHP	Ashbrook Apt	Emerald Street	Hampshire House	Meadow Road	CST	Evergreen Knoll	Riverbend	Stone Arch Family	Stone Arch Senior	Brook Bend East	Brook Bend West	Cottage Street
2022																				
Replacement Reserves Balance																				
Beginning Balance 1/2022	**$3,401,212**	**$0**	**$0**	**$1,094,293**	**$0**	**$0**	**$0**	**$1,018,572**	**$133,795**	**$37,809**	**$0**	**$29,861**	**$116,253**	**$203,661**	**$120,704**	**$95,281**	**$150,055**	**$245,406**	**$138,891**	**$16,632**
Deposit to Reserves 2022	$270,943	$0	$0	$0	$0	$0	$0	$87,838	$9,641	$4,116	$7,410	$3,240	$45,816	$30,804	$14,400	$11,580	$15,888	$24,754	$13,056	$2,400
Withdrawls from Reserves 2022	($467,000)	$0	$0	$0	$0	$0	$0	$0	($60,000)	$0	$0	$0	($25,000)	($178,000)	$0	($65,000)	($129,000)	($5,000)	($5,000)	$0
Ending Balance 12/2022	**$2,110,862**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$1,106,410**	**$83,436**	**$41,925**	**$7,410**	**$33,101**	**$137,069**	**$56,465**	**$135,104**	**$41,861**	**$36,943**	**$265,160**	**$146,947**	**$19,032**
Cash Balance																				
Beginning Balance 10/31/2021	**$6,660,914**	**$3,289,159**	**$1,253,572**	**$0**	**$47,150**	**$201,900**	**$150,044**	**$540,148**	**$154,746**	**$12,065**	**$10,372**	**$26,553**	**$212,577**	**$48,276**	**$5,505**	**$118,794**	**$77,728**	**$306,971**	**$199,676**	**$5,678**
INCOMING CASH:																				
Operating Surplus/(Deficit) 2022	$2,139,250	$322,020	($34,910)	$0	$1,000	($47,644)	($41,659)	$563,172	$90,935	$5,214	$26,836	$11,530	$237,179	$129,629	$129,181	$88,697	$74,985	$332,041	$234,217	$16,829
Cash from Reserves	$467,000	$0	$0	$0	$0	$0	$0	$0	$60,000	$0	$0	$0	$25,000	$178,000	$0	$65,000	$129,000	$5,000	$5,000	$0
Other Financing (Rebates 2022, Insur Claim	$2,424,814	$0	$0	$0	$0	$0	$0	$2,424,814	$0	$0	$0		$0	$0		$0	$0	$0	$0	$0
Other Financing (CDBG)	$500,000	$0	$0	$0	$0	$0	$0	$500,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
MTW funding 2021 for NON-HAP at HUD	$900,000	$0	$0	$0	$0	$0	$0	$314,595	$47,000	$0	$0	$47,405	$0	$0	$115,000	$156,000	$220,000	$0	$0	$0
MTW funding 2022 for NON-HAP available	$479,274	$0	$0	$0	$0	$0		$479,274		$0	$0		$0	$0	$0	$0	$0	$0	$0	$0
MTW funding 2022 (Left at HUD)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
OUTGOING CASH:																				
CASH outlay 2022(principal)	($718,181)	$0	($21,182)	$0	$0	$0	$0	($294,114)	($32,317)	($5,566)	$0	($34,420)	($99,653)	($24,322)	($42,348)	($4,769)	($34,260)	($19,730)	($105,500)	$0
CASH paid to Investor from Surplus Cash	($410,000)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	($30,000)	($70,000)	($20,000)	($200,000)	($90,000)	$0
CASH Loaned to other properties	$0	($60,000)	$350,000	$0	$0	$0	$0	($350,000)	$0	$0	$0	$0	$0	$60,000	$0	$0	$0	$0	$0	$0
CASH to purchase Building Site	($1,400,000)	$0	($1,400,000)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
CASH to renovate 105 Castle St	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Capital Improvements 2022 proposed	**($5,268,074)**	**($80,000)**	**($119,000)**	**$0**	**$0**	**$0**	**$0**	**($3,956,669)**	**($107,000)**	**$0**	**$0**	**($47,405)**	**($25,000)**	**($238,000)**	**($115,000)**	**($221,000)**	**($349,000)**	**($5,000)**	**($5,000)**	**$0**
Cash to Reserves	($270,943)	$0	$0	$0	$0	$0	$0	($87,838)	($9,641)	($4,116)	($7,410)	($3,240)	($45,816)	($30,804)	($14,400)	($11,580)	($15,888)	($24,754)	($13,056)	($2,400)
Ending Balance 12/2022	**$5,504,054**	**$3,471,179**	**$28,480**	**$0**	**$48,150**	**$154,256**	**$108,385**	**$133,382**	**$203,723**	**$7,597**	**$29,798**	**$423**	**$304,287**	**$122,779**	**$47,938**	**$121,142**	**$82,565**	**$394,528**	**$225,337**	**$20,107**

Keene Housing - by Property

Account Number	Totals 2021 budget	Totals 2021 projection	Totals 2022 budget	PROGRAMS					PROPERTIES												managed
				Locals	MAHC	MTW-Section 8	Mainstream Voucher	Non-Elderly/ Disb	KAHP	Ashbrook Apt	Emerald Street	Hampshire House	Meadow Road	CST	Evergreen Knoll	Riverbend	Stone Arch Family	Stone Arch Senior	Brook Bend East	Brook Bend West	Cottage Street
INCOME																					
Rents Tenants	$14,382,625	$14,615,591	$16,007,548	$0	$0	$5,644,752	$680,708	$933,780	$3,340,814	$364,637	$97,476	$122,426	$283,470	$1,420,116	$472,320	$358,934	$381,797	$387,420	$796,382	$677,860	$44,656
Rental, Commercial	$225,863	$235,290	$182,521	$0	$123,000	$0	$0	$0	$8,436	$0	$0	$0	$0	$51,085	$0	$0	$0	$0	$0	$0	$0
MTW transfers	$42,531	$0	$650,000	$0	$0	$650,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Admin Fee Income - HUD	$962,549	$860,118	$1,111,830	$0	$0	$893,269	$97,040	$121,520	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Other Income /Grants	$405,820	$265,931	$295,344	$9,519	$2,629	$206,831	$0	$0	$711	$0	$0	-$10,416	$12,907	$1,382	$37,323	$23,218	$381	$3,355	-$226	$917	$6,813
Development Fee Income	$500,000	$435,504	$50,000	$0	$50,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Management Fee Earned	$578,756	$590,112	$674,642	$674,642	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Incentive Management Fee	$212,000	$212,000	$385,000	$385,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Misc Tenant Income	$40,366	$48,398	$49,698	$0	$0	$0	$0	$0	$9,090	$686	$0	$1,300	$1,700	$720	$24,974	$512	$6,099	$3,597	$580	$440	$0
LESS: Vacancy Loss	$212,462	$230,476	$105,680	$0	$0	$0	$0	$0	$50,000	$2,000	$8,000	$0	$0	$20,000	$4,800	$0	$0	$0	$3,000	$17,880	$0
TOTAL INCOME	**$17,138,048**	**$17,032,467**	**$19,300,902**	**$1,069,161**	**$175,629**	**$7,394,852**	**$777,748**	**$1,055,300**	**$3,309,051**	**$363,323**	**$89,476**	**$113,310**	**$298,077**	**$1,453,303**	**$529,817**	**$382,665**	**$388,276**	**$394,372**	**$793,736**	**$661,336**	**$51,469**
EXPENSES																					
Administrative Exp	$1,522,033	$1,337,941	$1,649,288	$158,628	$111,660	$270,741	$24,184	$31,817	$430,073	$51,825	$16,422	$20,712	$48,191	$114,834	$48,578	$55,526	$53,794	$62,325	$68,823	$74,422	$6,733
Salaries and Fringe	$2,876,007	$2,445,602	$3,290,034	$507,509	$0	$824,791	$120,501	$138,514	$704,700	$65,431	$22,556	$33,514	$55,621	$252,812	$93,204	$73,933	$65,431	$68,125	$139,425	$121,251	$2,715
Utilities	$1,053,839	$1,047,790	$1,082,909	$0	$14,657	$0	$0	$0	$560,560	$24,906	$15,552	$10,659	$24,928	$141,840	$58,556	$23,792	$44,904	$51,059	$55,520	$46,456	$9,520
Maintenance Expenses	$957,942	$1,022,007	$1,231,650	$9,847	$17,376	$0	$0	$0	$508,446	$38,167	$16,701	$21,925	$88,911	$84,030	$97,536	$36,994	$65,789	$64,605	$95,589	$75,901	$9,834
Property Taxes	$699,904	$634,078	$718,811	$0	$34,806	$0	$0	$0	$135,936	$33,558	$6,100	$10,430	$25,061	$195,033	$47,397	$32,393	$36,234	$35,291	$66,293	$56,297	$3,981
Insurance Expense	$327,435	$314,397	$361,132	$38,597	$14,584	$3,429	$0	$0	$110,433	$18,408	$3,861	$4,000	$14,606	$56,525	$15,653	$12,067	$11,740	$16,143	$19,405	$20,213	$1,468
Interest Expense	$773,127	$717,245	$725,665	$0	$17,457	$0	$0	$0	$195,491	$36,598	$2,520	$0	$6,409	$360,000	$36,823	$11,537	$3,895	$15,472	$11,462	$28,001	$0
MTW transfers	$712,448	$1,660,620	$1,342,552	$0	$0	$1,342,552	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Gains on Sale of Property	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
HAPS Disbursed	$5,999,270	$5,300,180	$6,406,848	$0	$0	$4,799,839	$680,708	$926,628	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Tenant Programs	$212,499	$168,656	$325,124	$32,560	$0	$153,500	$0	$0	$100,240	$3,495	$550	$540	$7,514	$4,300	$2,440	$3,741	$9,719	$3,085	$1,700	$1,350	$390
Incentive Management Fee	$28,313	$130,880	$28,313	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$6,750	$0	$3,500	$8,073	$3,284	$3,478	$3,228	$0
TOTAL EXPENSES	**$15,162,815**	**$14,779,396**	**$17,162,326**	**$747,142**	**$210,539**	**$7,394,852**	**$825,392**	**$1,096,959**	**$2,745,879**	**$272,388**	**$84,262**	**$101,780**	**$271,241**	**$1,216,123**	**$400,188**	**$253,484**	**$299,580**	**$319,388**	**$461,695**	**$427,120**	**$34,640**
NET INCOME Before depreciation	**$1,975,233**	**$2,253,070**	**$2,138,577**	**$322,020**	**($34,910)**	**($0)**	**($47,644)**	**($41,659)**	**$563,172**	**$90,935**	**$5,214**	**$11,530**	**$26,836**	**$237,179**	**$129,629**	**$129,181**	**$88,697**	**$74,985**	**$332,041**	**$234,217**	**$16,829**

Capital Purchases/Renovations details 2022

#	Description	Location	energy	Proposed Priority 1	FUNDING STATUS:	RR balance
5	KAHP-Harper Acres	Unplanned Life/Safety or RA		**$20,000**	MTW funding	$997,572
7	KAHP-Harper Acres	Tub roll-in (5 units at $4000)		**$20,000**	MTW funding	
11	KAHP-Harper Acres	Handicapped Ramp (109 Ashelout St)		**$60,000**	MTW funding	
13	KAHP-Harper Acres	Brick work and wood trim work (Mill Building)		**$112,109**	MTW funding	
16	KAHP-105 Castle St	Rehabilitation of Building		**$2,275,974**	Insurance, CDBG, Rebates, Cash	
18	KAHP-105 Castle St	Warrenstreet Arch Fees, pre-construction		**$25,000**	Cash	
20	KAHP-Forest View	Exterior Doors - large Entry Door(FAC)		**$2,881**	MTW funding	
23	KAHP-N&G	Heat Pump Project w/fees	yes	**$800,000**	MTW funding, Rebates	
33	KAHP-Bennett	Remediation Of Ground Soil		**$10,000**	MTW funding	
	KAHP-Bennett	Flooring/Furniture for Community Room/offices		**$40,000**	MTW funding	
38	Scattered Sites	Rehabilation Damon, Water, Roxbury Court (Outside and Heat Pumps) v	yes	**$350,000**	MTW funding, Rebates	
40	Scattered Sites	Exterior Door - Farmstead commons		**$3,389**	MTW funding	
43	Scattered Sites 2	Misc renovations		**$50,000**	MTW funding	
46	KAHP-17-19 Roxbury Ct	Kitchen upgrade 1 Apt (Cabinets, Appliance on turn)		**$17,150**	MTW funding	
50	KAHP-Damon St	DWH - Indirect gas water heater tank, ~80 gal Boiler Room (6units)	yes	**$18,000**	MTW funding	
53	KAHP-Damon St	Roof replacement (4300units)		**$75,000**	MTW funding	
54	**KAHP various properties**	Asphalt/Concrete Project with Engineering (warrenstreet) carry over 2021		**$77,166**	MTW funding	
57	Riverbend Apartments	Security Camera System expand (with setup of connection)		**$15,000**	MTW funding	$120,704
59	Riverbend Apartments	Bathroom/office Build (remain balancd) w/furniture for PM $10k		**$100,000**	MTW funding	
65	Meadow rd	Kitchen		**$13,000**	MTW funding	$29,599
67	Meadow rd	New Bathrooms (2 @ $3500)		**$7,000**	MTW funding	
68	Meadow rd	Security Camera		**$27,405**	MTW funding	
71	Ash Brook Apt	Boilers (2)	yes	**$100,000**	MTW/Reserves $60k	$120,895
71	Ash Brook Apt	Security Camera		**$7,000**	MTW funding	
87	SAV Family	Shutter Replacement		**$15,000**	MTW funding	
89	SAV Family	Roof replacement with Fees $8k		**$200,000**	MTW/Reserves $65k	
91	SAV Family	fencing in front of units		**$6,000**	MTW funding	
97	SAV Senior	Pumps		**$9,000**	MTW/Reserves $129k	$150,055
99	SAV Senior	Dumpster Pad		**$120,000**	MTW funding	
101	SAV Senior	Hot Water Boilers, 750 kBtuh Capacity	yes	**$20,000**	MTW funding	
103	SAV Senior	Roof Replacement with Fees $8k		**$200,000**	MTW funding	
107	Locals	Vehicles (2) w/trade of Escape		**$62,000**	Cash	$2,269,784
108	Locals	Security Camera		**$8,000**	Cash	
109	Locals	Public Art		**$10,000**	Cash	
113	MAHC-SAV office	Roof Replacement with Fees $5k		**$100,000**	Cash	$1,268,419
115	MAHC-SAV office	Door-outside employee entrance		**$9,000**	Cash	
117	MAHC-SAV office	Land (use block grant funds)		**$10,000**	Cash	
124	Evergreen Knoll	DHW: storage tanks (4)		**$13,000**	Reserves	$203,661
126	Evergreen Knoll	Paving vehicular: asphalt entrance		**$25,000**	Reserves	
130	Evergreen Knoll	Roof replacement with Fees $6k		**$200,000**	TBD	
134	Brookbend East	Landscaping (rock removal)		**$5,000**	Reserves or Cash	$245,406
138	Brookbend West	Landscaping (rock removal)		**$5,000**	Reserves or Cash	$138,891
142	CST	Security Camera expansion		**$25,000**	Reserves or Cash	$116,253
		TOTAL Keene Housing costs		**$5,268,074**		

SOURCE OF FUNDS			
	MTW Funding carry over from 2021		**$900,000**
	MTW Funding expected in 2022		**$479,274**
	KH and MAHC Cash on hand		**$350,826**
	Eversource Rebate (for N&G heal pump project, based on estimate from Dana)		**$600,000**
	Eversource Rebate (for Scattered Site project, based on estimate from Dana)		**$200,000**
	Replacement Reserves (BBE/BBW, CST, SAVF/S, AB)		**$462,000**
	Insurance recovery (105 Castle St)		**$1,126,814**
	CDBG (105 Castle ST)		**$500,000**
	Eversource Rebate (for 105 Castle St project)		**$315,000**
	Contribution from Monadnock Collaborative (105 Castle St)		**$183,000**
	MAHC Cash on hand (105 Castle St)		**$151,160**
	Available funds unspent/(funds needed)		**$0**

Keene Housing

Resolution No. 715

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   Approval of the 2022 Tenant Selection and Occupancy Plan (TSOP)

2. Date of Board Meeting: November 19, 2020

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners approve and adopt the revised TSOP; and further authorize the Executive Director to make any technical corrections necessary pursuant to the memorandum dated December 6, 2021 from Denise Pratt, Director of Housing and Services, to Joshua R. Meehan, Executive Director.

4. All Backup Attached? Yes ☐ No ☐

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

5. Department Head Approval Signature Denise Pratt Date: 12-9-2021

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: 12/9/21

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Denise Pratt, Director of Housing and Services
Subject: 2022 Tenant Selection and Occupancy Plan
Date: December 6, 2021

This memorandum recommends that the Board of Commissioners adopts the updated and revised Keene Housing Tenant Selection and Occupancy Plan (TSOP).

The TSOP is a fluid document and must be reviewed, updated and revised as required by regulatory changes from HUD, the IRS (Low Income Housing Tax Credit program) and USDA, as well as in response to KH-initiated policy changes. Keeping the TSOP up-to-date ensures that applicants, residents and other interested parties receive the latest information relative to KH policies, procedures, guidelines, rules, and regulations.

The TSOP is reviewed annually to determine if any changes need to be made. The public comment period ran from November 1, 2021 through November 30, 2021. No members of the public attended either of the two (2) public hearings held on November 16th and November 17th and no comments were received. During this year's review it was determined that the following policy and administrative changes be made:

Policy

- Page 12, 13, 14. Updated - Keene Housing Portfolio Overview to reflect security deposit changes and add former Cheshire Housing Trust properties.

  We will no longer be collecting security deposits at Riverbend, Bennett Block, Forest View, Harper Acres, North and Gilsum, Scattered Sites, Hampshire House, Scattered Sites 2, Stone Arch Village Family, Stone Arch Village Senior, Ash Brook, and Meadow Road to help expedite the lease-up process and make it easier for households to afford leasing. Pursuant to federal regulations, KH must collect security deposits at Central Square Terrace, Emerald House, Brookbend East, Brookbend West, and Evergreen Knoll.

- Page 36. Added – Applicants may not add any adult household members to the household once the eligibility process is complete unless by reasonable accommodation for a person with disabilities. This policy does not apply to youth under the age of 18.
- Page 82. Added – Restrictions on transfers for households participating in the Resident Self-Reliance Program.

- Page 85. Added – Circumstances when Keene Housing will pay for a move for a tenant requested move as a reasonable accommodation for a person with disabilities.

Administrative

No administrative changes necessary.

CONCLUSION

The updated TSOP incorporates KH objectives, ensuring that applicants, and residents, receive a comprehensive representation of KH policies, procedures, guidelines, rules, and regulations.

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 TSOP; and further authorize the Executive Director to make any technical corrections necessary pursuant to the memorandum dated December 6, 2021 from Denise Pratt, Director of Housing and Services, to Joshua R. Meehan, Executive Director.

Keene Housing

Resolution No. 716

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   Approval of Revisions to the Moving To Work Administrative Plan

2. Date of Board Meeting: December 16, 2021

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners approve and adopt the updated and revised 2022 MTW Administrative Plan; and further authorize the Executive Director to make any technical corrections necessary pursuant to the memorandum dated December 6, 2021 from Denise Pratt, Director of Housing and Services, to Joshua R. Meehan, Executive Director.

4. All Backup Attached? Yes ☐ No ☐

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

5. Department Head Approval Signature Denise Pratt Date: 12-9-2021

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: 12/9/21

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Denise Pratt, Director of Housing and Services
Subject: 2022 Moving to Work Administrative Plan
Date: December 6, 2021

This memorandum recommends that the Board of Commissioners adopts the updated and revised Keene Housing 2022 Moving to Work (MTW) Administrative Plan.

The MTW Administrative Plan is a fluid document and must be reviewed, updated, and revised in response to federally mandated regulatory changes as well as KH-initiated policy changes. Keeping the Administrative Plan up to date ensures that applicants, residents, and voucher holders and other interested parties receive the latest information relative to KH policies, procedures, guidelines, rules, and regulations.

The MTW Administrative Plan is reviewed annually to determine if any changes need to be made. The following describes the substantive updates and administrative updates proposed in the 2021 Plan. The public comment period ran from November 1, 2021 through November 30, 2021. No members of the public attended either of the two (2) public hearings held on November 16th and November 17th and no comments were received.

Substantive Changes:

Page 29.	Removed - KH Owned and Managed preference.
Page 30.	Added – Cheshire County Drug Court preference.
	Added – Monadnock Family Services Washington Wellness preference.
	Added – Table with point values for each preference.
Page 31.	Removed – F.3.
Page 31.	Added – Deadline by which applicant households must report changes in household composition and contact information.
Page 33.	Added – Removal of applicants from waiting lists who default on payment agreements.
Page 74.	Added – When KH may approve an Exception Payment Standard.
Page 77.	Added – When KH will make utility allowance payments.
Page 88.	Added – Households engaged in the loan approval process of buying a house may request a one-hundred eighty (180) day extension to the original one-hundred eighty (180) day $0 HAP period.

Administrative Changes:

Page 17. Added - "Exception Payment Standard" to the list of definitions in Chapter 2.

CONCLUSION

The updated 2022 MTW Administrative Plan incorporates KH objectives, ensuring that applicants, residents, and voucher holders receive a comprehensive representation of KH policies, procedures, guidelines, rules, and regulations.

RECOMMENDATION

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

Resolution: That the Keene Housing Board of Commissioners approve and adopt the updated and revised 2022 MTW Administrative Plan; and further authorize the Executive Director to make any technical corrections necessary pursuant to the memorandum dated December 6, 2021 from Denise Pratt, Director of Housing and Services, to Joshua R. Meehan, Executive Director.

Keene Housing

INFORMATIONAL MEMORANDUM

To: Keene Housing Board of Commissioners
From: Lea Kablik, Community Garden Coordinator
Subject: Biannual Community Gardens Board Report
Date: December 6, 2021

I started working for Keene Housing in March 2021 at 25 hours per week and started working fulltime in May. It has been an eventful year; here is a summary of what the gardeners and I have been able to accomplish.

Gardens

This year, we added 6 new garden beds across 3 properties (3 at Ashbrook, 2 at Riverbend, 1 on Water St.), going from 76 to 82 garden beds. Ashbrook and Water St. previously didn't have any gardens, so the new garden spaces created new opportunities for the residents. We had a total of 65 gardeners, 16 of which are new gardeners.

At CST, we planted lots of new perennials to create a fuller space in the butterfly garden. We were able to plant vegetables in the raised garden beds and flowers in the bench planters while working around the construction on Roxbury St. In the fall we put up a beautiful fall vignette in the butterfly garden and recently decorated the front for the winter.

At Stone Arch Senior, we planted vegetables in the raised garden beds and found a few new places to plant as well. We built strawberry towers and started seeing a harvest in the fall. Since the towers are now properly tucked away for the winter, hopefully we will start seeing significant growth in the spring. In June, we put out a survey to the other residents asking what vegetables they would be interested in growing in the community garden beds and received 11 responses. While residents didn't harvest from the community beds themselves, vegetables were cleared out within the hour whenever a basket was left in the lobby.

We added two new garden beds at Riverbend to meet the growing demand for gardens, and they still need more to accommodate. We found out blight is a major issue at Riverbend, and next year we'll be having a workshop on the best ways to prevent it. Unfortunately, there is no quick and easy solution to completely get rid of blight, but with a little bit of work we can do our best to manage it.

Keene Housing had only just acquired Ashbrook before I started working, and previously didn't have a budget. We were able to put together a budget proposal to put in new garden beds, and with the help of Josh Crocker from our maintenance team we were able to install three garden beds when we had only thought one was possible. The gardeners were very successful with these beds and were happy to troubleshoot and try new things throughout the season. Next year, we are planning on putting in four elevated beds, new fruit trees, and berry bushes around the patio.

The Brookbends also had a successful year with several new gardeners. During the summer we partook in what I call battle of the bunny- a pregnant rabbit kept creating nests in the garden boxes. After trying to lower the current fence to close gaps along the bottom, the bunny still made her way in and finally had her babies in an unused garden box. Once the babies were a few weeks old and left the garden box, we proceeded to reinforce the bottom of the fence with some rabbit fencing. Next year, we will install a gate with a closing latch and hopefully that will be enough to keep the bunnies at bay.

Water street also had a new garden installed, and the gardener there planted a beautiful variety of flowers. The residents also took it upon themselves to clear the side yard of all the brambles that cluttered the area, and we helped cover the space with weed fabric and mulch to make sure it stays tidy until the area can be seeded over with grass.

During the late summer at Forest View, I began regularly going onsite at the same time every week and some of the resident kids helped me maintain the front garden beds. Once school started, we changed our meeting times so we could meet afterschool and continue to garden together. We planted mums in what's left of the triangle beds out back, painted pumpkins, and scattered some seeds in the butterfly garden out front. Next year, my goal is to repair the garden beds out back and establish a youth gardening program at Forest View.

This year Harper Acres celebrated it's 10-year anniversary, and we threw a barbeque to mark the occasion. At the barbeque, we gave Carol Jue our volunteer garden coordinator and Lenny LeBlanc from our maintenance team photobooks of the gardens with messages from the gardeners. The gardens would not be nearly as successful as they are without their invaluable help over the years.

Events and Workshops

In addition to the weekly garden meetings and check in meetings, we were able to host several organization-wide and site-specific workshops.

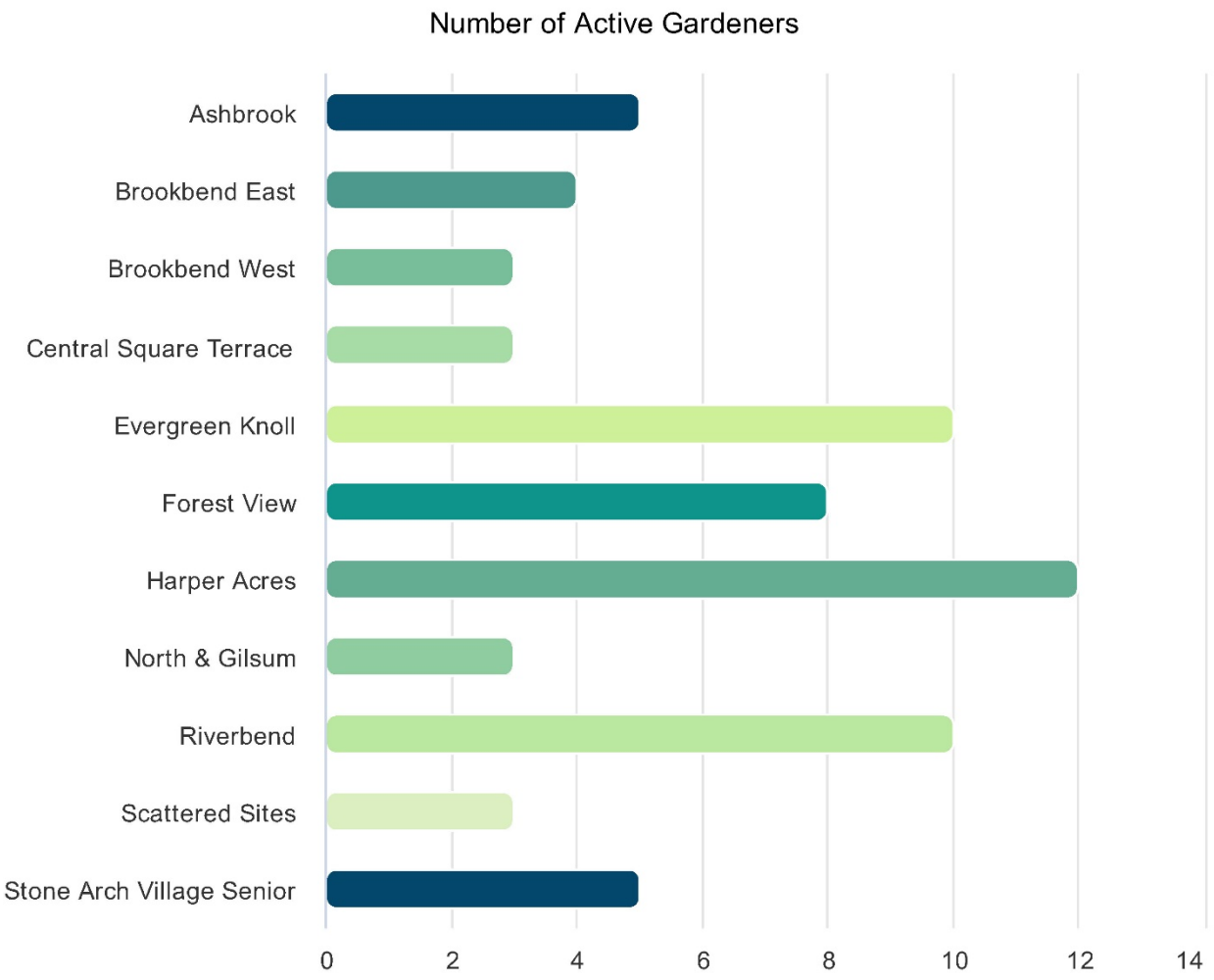
On September 8th, we held a canning workshop with Becky Arbella from Shire Housing in Vermont at North and Gilsum. The workshop was made available to all Keene Housing residents with priority to the active gardeners. Initially, eight people registered ahead of time, however due to last minute cancellations we had two of those people join us. Two kids from North and Gilsum joined us for the evening, so we had a total of four participants and a very engaging workshop. The following Monday, I held an "impromptu canning workshop" at CST to practice canning myself and use the rest of the supplies. Three people from CST joined me for the afternoon as we made half sour pickles and bread and butter pickles.

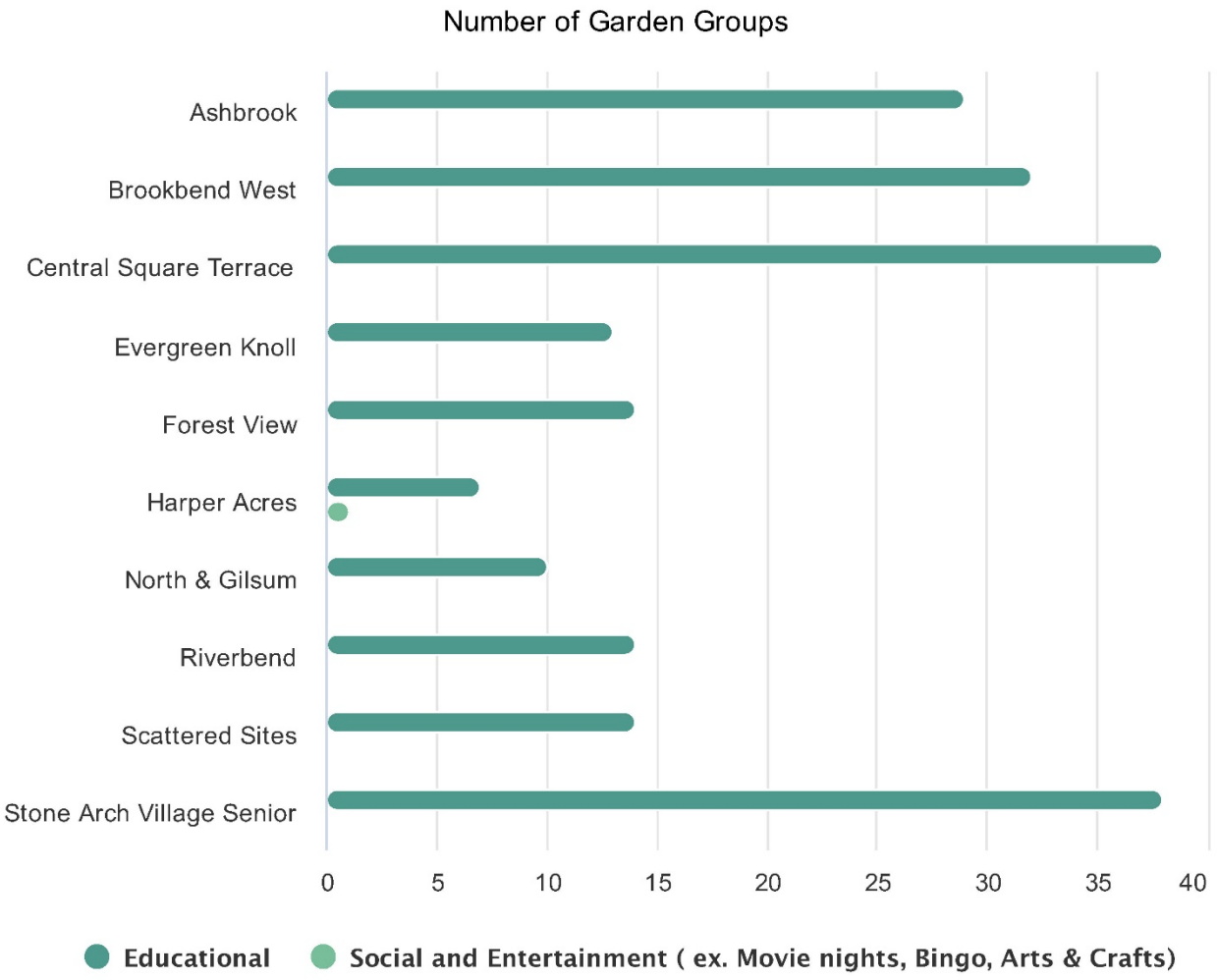
On November 1st and 15th Christine Parshall from Nutrition Connects offered zoom workshops called Cooking Matters at Home for all Keene Housing residents. To encourage participation, we allowed people who signed up at CST to view the workshop together in the

community room on the projector. Those workshops were well received, and we will be hosting a zoom workshop called Cooking Matters at the Store on December 13th via zoom.

November 1st- November 29th we ran an in-person workshop series, Seniors Eating Well, with Christine Parshall. We had nine people register ahead of time, eight of those people consistently attended the series. Christine reviewed basic healthy cooking and nutrition tips while covering an array of topics such as whole grains, healthy snacks, and cooking with herbs. This workshop was also well received, and we look forward to more in the future.

The week of November 29th, I hosted a few garden celebrations at different cites to celebrate a successful growing season and garner some feedback from the gardeners. Overall, there was a moderate turn out. The gardeners provided positive feedback with some useful suggestions, such as installing elevated garden beds at Riverbend rather than more in ground boxes. I plan on calling the gardeners at sites where there was low attendance at the garden celebrations to gather more feedback on the garden program.


Number of Active Gardeners
Ashbrook
Brookbend East
Brookbend West
Central Square Terrace
Evergreen Knoll
Forest View
Harper Acres
North & Gilsum
Riverbend
Scattered Sites
Stone Arch Village Senior
0
2
4
6
8
10
12
14


Number of Garden Groups
Ashbrook
Brookbend West
Central Square Terrace
Evergreen Knoll
Forest View
Harper Acres
North & Gilsum
Riverbend
Scattered Sites
Stone Arch Village Senior
0
5
10
15
20
25
30
35
40
Educational
Social and Entertainment (ex. Movie nights, Bingo, Arts & Crafts)

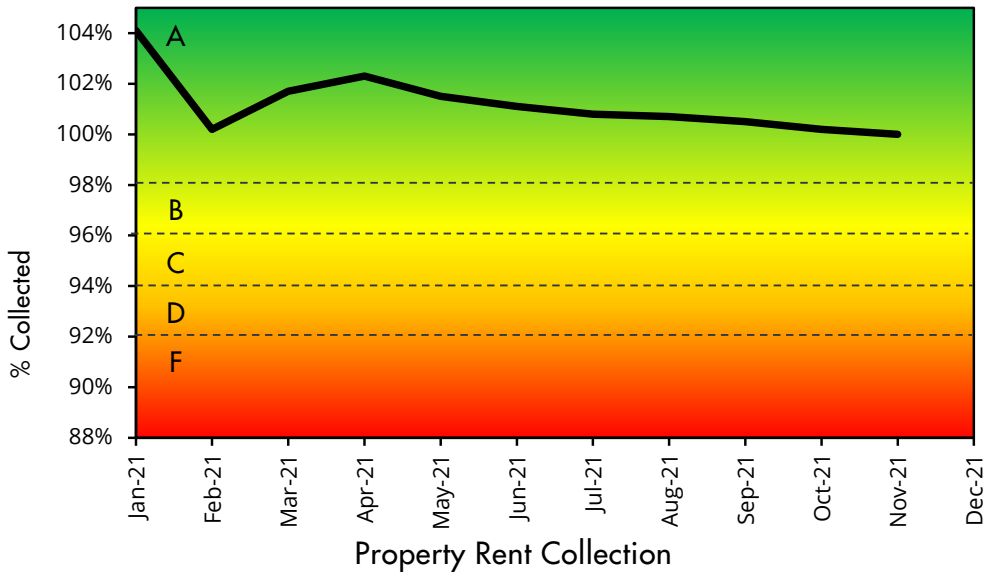
Keene Housing

MANAGEMENT REPORT
NOVEMBER 2021

Residential Property Rent Collection Report
November 2021

Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$9,534	$8,911	93.5%	**D**	$103,184	$102,562	99.4%	**A**
Bennett Block	$5,464	$5,340	97.7%	**B**	$12,244	$12,120	99.0%	**A**
Brookbend East	$18,465	$19,649	106.4%	**A**	$201,279	$210,255	104.5%	**A**
Brookbend West	$17,087	$19,745	115.6%	**A**	$168,878	$165,093	97.8%	**B**
Central Square Terrace	$29,193	$27,821	95.3%	**C**	$308,590	$306,000	99.2%	**A**
Cottage Street	$850	$850	100.0%	**A**	$15,219	$15,483	101.7%	**A**
Evergreen Knoll LP	$14,075	$14,070	100.0%	**A**	$133,859	$134,245	100.3%	**A**
Forest View	$22,764	$20,769	91.2%	**D**	$210,918	$213,902	101.4%	**A**
Harper Acres	$43,220	$43,828	101.4%	**A**	$452,542	$453,465	100.2%	**A**
Meadow Road Apartments	$10,014	$8,639	86.3%	**F**	$85,800	$80,476	93.8%	**D**
North and Gilsum	$19,510	$18,875	96.7%	**B**	$189,487	$189,220	99.9%	**A**
Riverbend Apartments	$13,200	$14,188	107.5%	**A**	$135,184	$136,289	100.8%	**A**
Scattered Sites	$9,001	$8,194	91.0%	**D**	$95,032	$94,097	99.0%	**A**
Stone Arch Village Family	$13,465	$12,891	95.7%	**C**	$123,081	$123,132	100.0%	**A**
Stone Arch Village Senior	$11,664	$11,274	96.7%	**B**	$125,907	$125,519	99.7%	**A**
Totals	$237,506	$235,044	98.96%	A	$2,361,204	$2,361,858	100.0%	A

Active Households Only

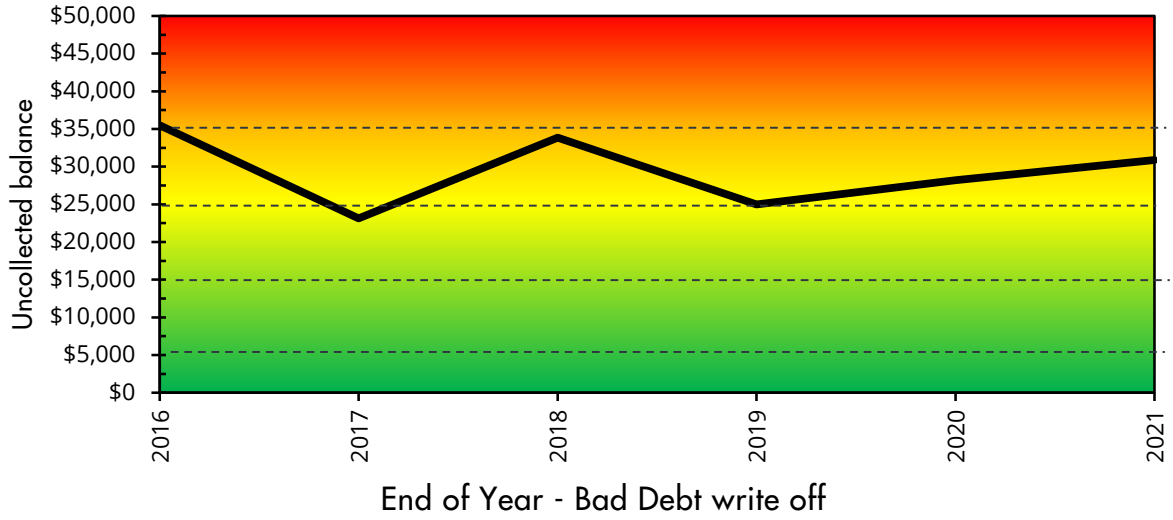


This report compares current tenant's rent billed to rent collected. The percent collected can exceed 100% when back rent is collected. Our goal is to collect at least 98% of rent billed.

Residential Property Uncollected Accounts - Inactive Tenants - Report
November 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	$150	$150
Brookbend East	1	$0	$0	$0	$649	$0	$649
Brookbend West	2	$0	$0	$0	$1,067	$3,277	$4,344
Central Square Terrace	1	($159)	$0	$0	$0	$0	($159)
Cottage Street	1	$85	$10	$85	$0	$0	$180
Emerald Street	1	$0	$0	$0	$0	($90)	($90)
Evergreen Knoll LP	3	$0	$0	$0	$0	$13,371	$13,371
Forest View	3	$0	$0	$0	$0	$417	$417
Hampshsire House	1	$0	$0	$10	$0	$0	$10
Harper Acres	2	$0	$0	$935	$15	$1,779	$2,729
Meadow Road Apartments	1	$0	$0	$0	$0	$1,855	$1,855
North and Gilsum	6	$110	$0	$76	$0	$823	$1,008
Riverbend Apartments	1	$0	$0	$0	$550	$138	$688
Scattered Sites	2	$0	$0	$0	$85	$69	$154
Stone Arch Village Family	2	$0	$0	$1,980	$15	$3,568	$5,563
Stone Arch Village Senior	0	$0	$0	$0	$0	$0	$0
Totals	28	$36	$10	$3,086	$2,381	$25,356	$30,869

Inactive Households Only



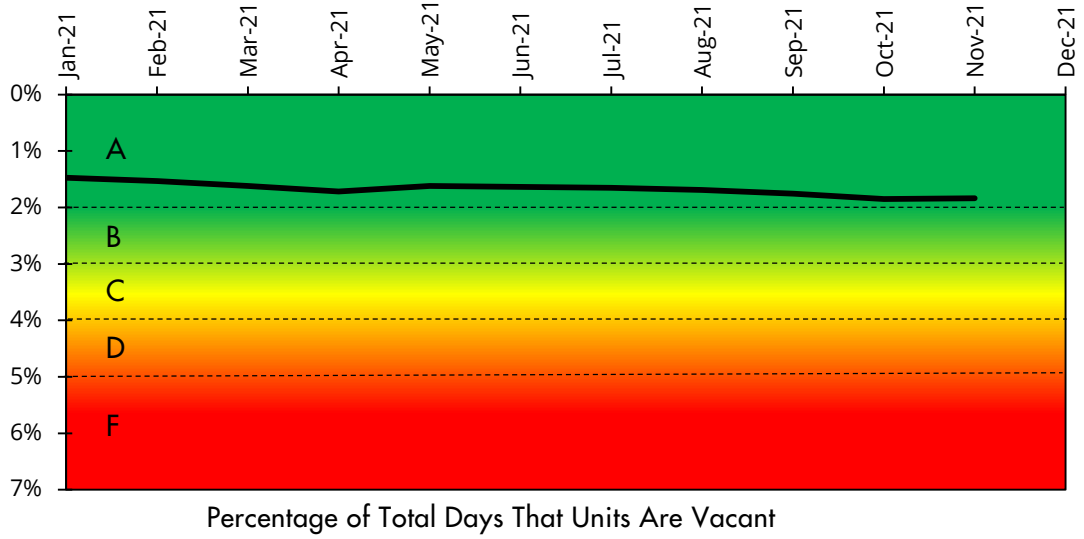
End of Year - Bad Debt write off

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

November 2021

Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	720	0	0.0%	**A**	1.2%	**A**
Bennett Block	14	401	0	0.0%	**A**	0.0%	**A**
Brookbend East	40	1200	0	0.0%	**A**	1.0%	**A**
Brookbend West	35	1050	0	0.0%	**A**	2.0%	**A**
Central Square Terrace	90	2700	25	0.9%	**A**	1.6%	**A**
Evergreen Knoll LP	32	960	11	1.1%	**A**	1.4%	**A**
Forest View	38	1140	0	0.0%	**A**	2.1%	**B**
Harper Acres	112	3360	119	3.5%	**C**	2.4%	**B**
Meadow Road Apartments	18	540	0	0.0%	**A**	1.4%	**A**
North and Gilsum	29	870	11	1.3%	**A**	2.4%	**B**
Riverbend Apartments	24	720	28	3.9%	**C**	1.9%	**A**
Scattered Sites	18	540	14	2.6%	**B**	2.2%	**B**
Stone Arch Village Family	24	720	7	1.0%	**A**	3.2%	**C**
Stone Arch Village Senior	33	990	47	4.7%	**D**	0.8%	**A**
Report Totals:	531	15,911	262	1.6%	A	1.8%	A

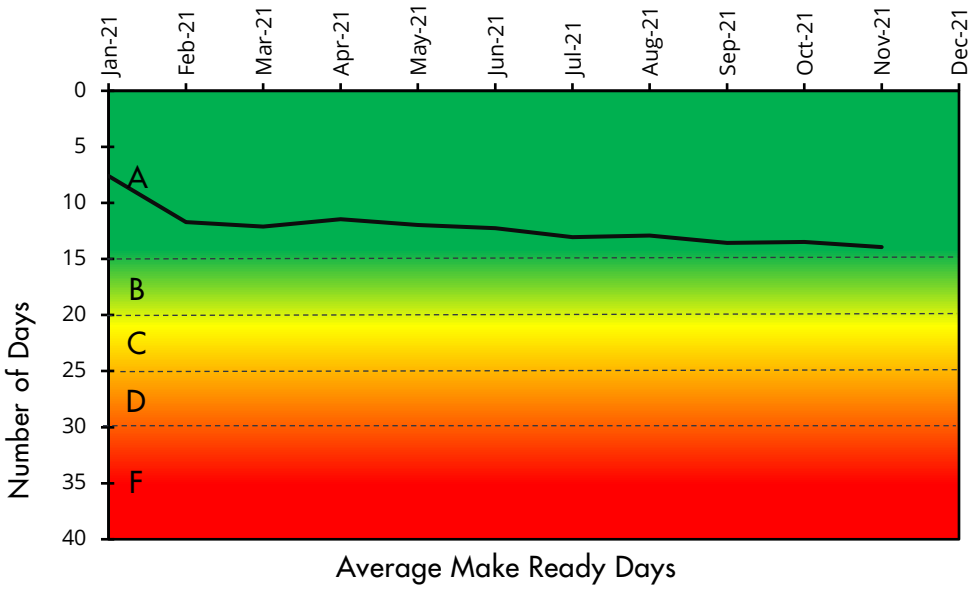


Percentage of Total Days That Units Are Vacant

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
November 2021

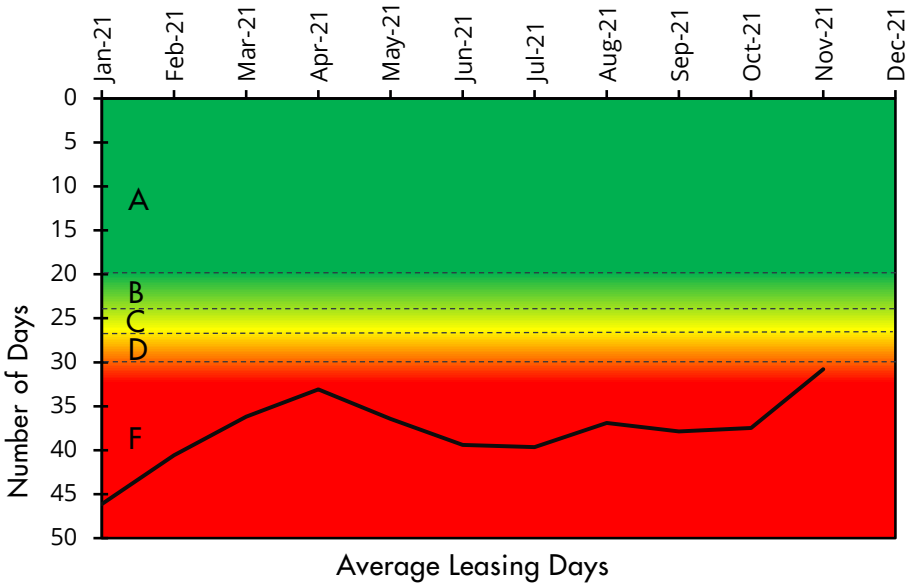
Community	Number of Units Made Ready	Avg. Make Ready Days	YTD Number of Units Made Ready	YTD Avg. Make Ready Days	YTD Grade
Ash Brook Apartments	0	-	2	19	**B**
Bennett Block	0	-	0	-	**NONE**
Brookbend East	0	-	2	10	**A**
Brookbend West	0	-	4	13	**A**
Central Square Terrace	1	1	7	2	**A**
Evergreen Knoll LP	0	-	4	8	**A**
Forest View	0	-	8	20	**C**
Harper Acres	3	17	18	13	**A**
Meadow Road Apartments	0	-	1	28	**D**
North and Gilsum	0	-	6	25	**C**
Riverbend Apartments	0	-	3	8	**A**
Scattered Sites	0	-	2	20	**B**
Stone Arch Village Family	1	24	6	13	**A**
Stone Arch Village Senior	1	23	2	15	**A**
Report Totals:	6	18	66	14	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
November 2021

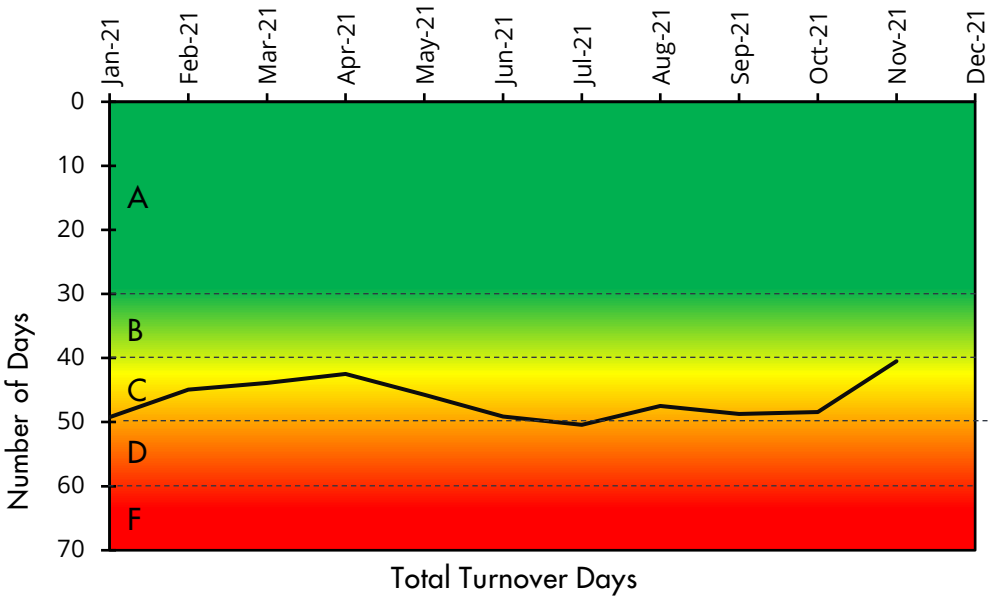
Community	Number of Units Leased	Average Leasing Days	YTD Number of Units Leased	YTD Avg Leasing Days	YTD Grade
Ash Brook Apartments	0	-	2	31	**F**
Bennett Block	14	1	14	1	**A**
Brookbend East	0	-	2	55	**F**
Brookbend West	0	-	5	44	**F**
Central Square Terrace	1	48	8	66	**F**
Evergreen Knoll LP	1	30	4	29	**D**
Forest View	1	11	8	13	**A**
Harper Acres	3	33	16	42	**F**
Meadow Road Apartments	0	-	2	45	**F**
North and Gilsum	1	15	6	14	**A**
Riverbend Apartments	1	62	4	41	**F**
Scattered Sites	1	63	3	39	**F**
Stone Arch Village Family	1	6	6	29	**D**
Stone Arch Village Senior	1	45	1	45	**F**
Report Totals:	25	16	81	31	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
November 2021

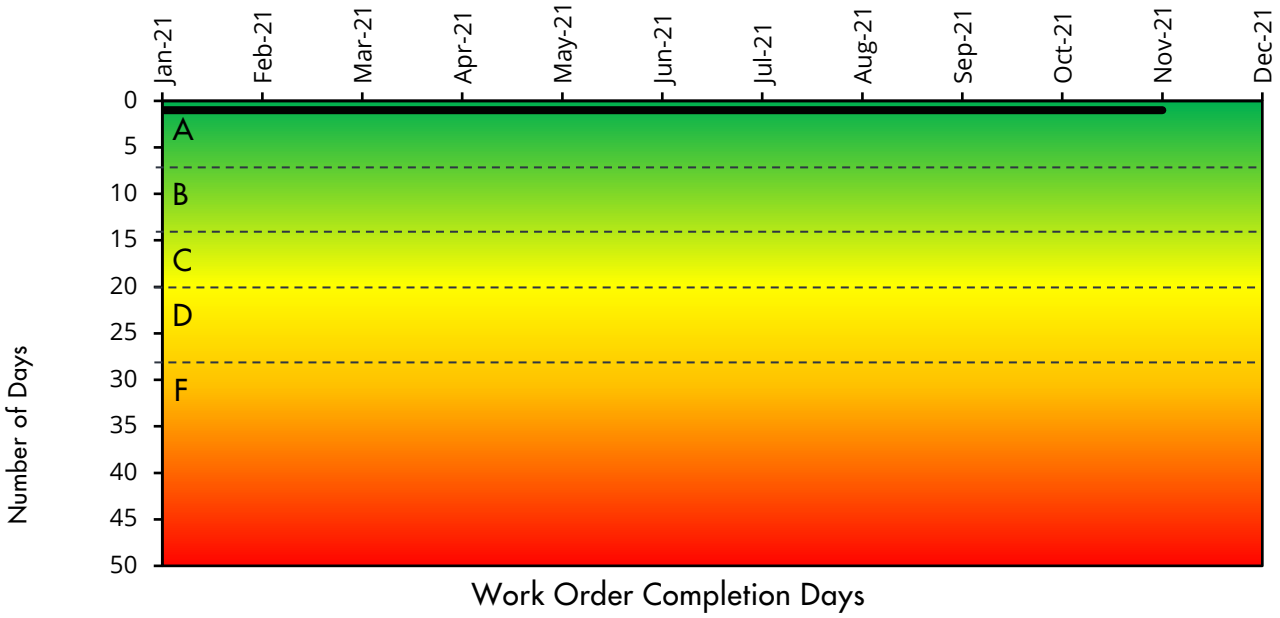
Community	Number of Units Turned in Month	Average Turnover Days	YTD Number of Units Turned	YTD Avg Turnover Days	YTD Grade
Ash Brook Apartments	0	-	2	48	**C**
Bennett Block	14	2	14	2	**A**
Brookbend East	0	-	2	64	**F**
Brookbend West	0	-	5	55	**D**
Central Square Terrace	1	50	8	67	**F**
Evergreen Knoll LP	1	33	4	36	**B**
Forest View	1	32	8	33	**B**
Harper Acres	3	49	16	52	**D**
Meadow Road Apartments	0	-	2	59	**D**
North and Gilsum	1	38	6	38	**B**
Riverbend Apartments	1	75	4	47	**C**
Scattered Sites	1	92	3	53	**D**
Stone Arch Village Family	1	29	6	41	**C**
Stone Arch Village Senior	1	50	1	50	**C**
Report Totals:	25	23	81	40	C



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
November 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	6	1	A	153	1	A
Bennett Block	13	0	A	29	1	A
Brookbend East	8	0	A	164	1	A
Brookbend West	3	1	A	146	1	A
Central Square Terrace	34	1	A	435	1	A
Cottage Street	3	3	A	32	1	A
Emerald Street House	4	1	A	71	1	A
Evergreen Knoll LP	12	0	A	128	1	A
Forest View	24	1	A	235	1	A
Harper Acres	34	0	A	489	1	A
Keene Housing Main Office	2	1	A	53	1	A
Meadow Road	5	1	A	86	1	A
North and Gilsum	8	1	A	132	1	A
Riverbend Apartments	4	0	A	55	1	A
Scattered Sites	8	1	A	144	1	A
Stone Arch Village Family	15	1	A	148	1	A
Stone Arch Village Senior	15	1	A	275	1	A
Report Totals:	198	1	A	2,775	1	A



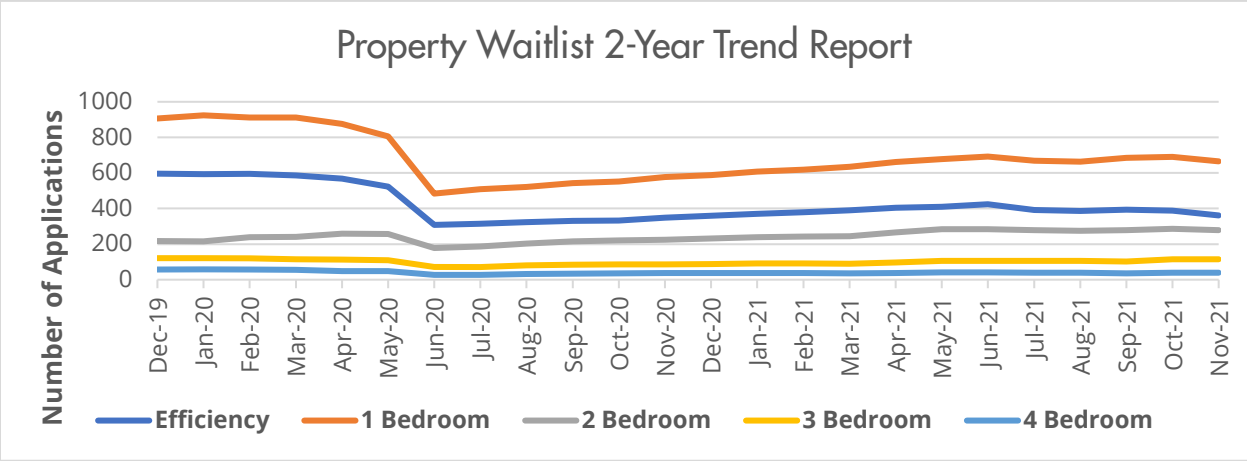
This report tracks the number of days it takes the Facilities and Assets team to complete non-emergency work orders. Our goal is to complete non-emergency work orders in 5 days or less.

Residential Property Emergency Work Order Completion Days
November 2021

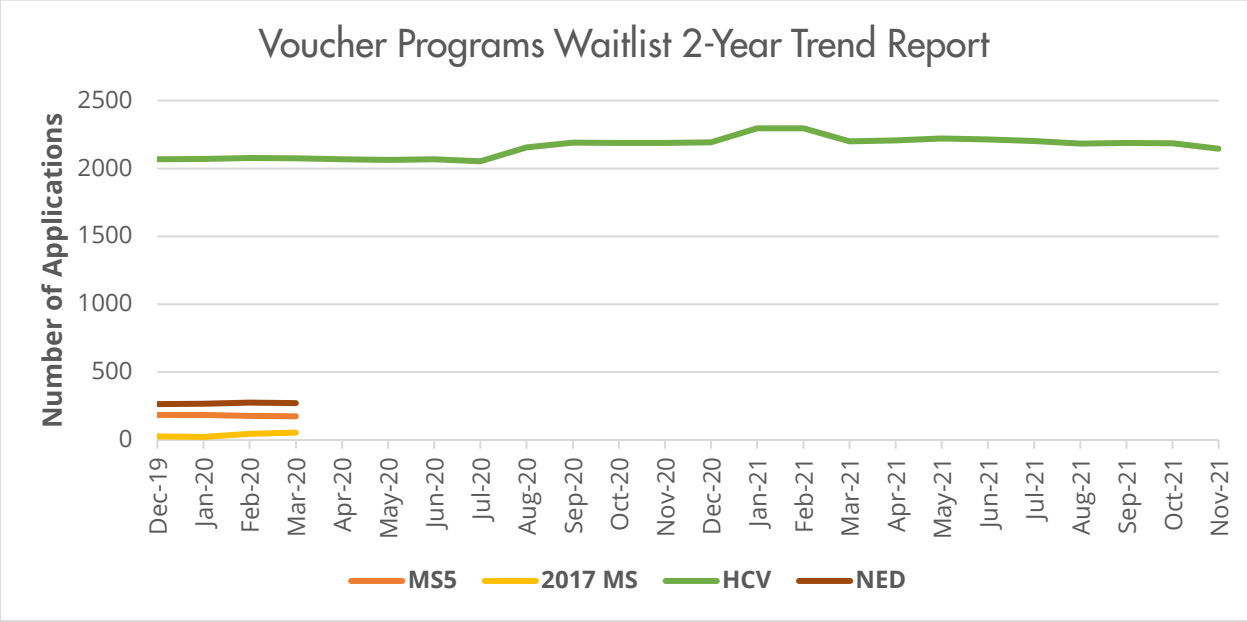
Community	Number of Work Orders	Average Days To Complete	Monthly Grade	YTD Number of Work Orders	YTD Average Days To Complete	YTD Grade
Ash Brook Apartments	-	-	NONE	8	0	P
Bennett Block	1	0	P	2	0	P
Brookbend East	2	0	P	10	0	P
Brookbend West	-	-	NONE	6	0	P
Central Square Terrace	6	0	P	33	0	P
Cottage Street	-	-	NONE	3	0	P
Emerald Street House	-	-	NONE	5	0	P
Evergreen Knoll LP	1	0	P	7	0	P
Forest View	3	0	P	26	0	P
Harper Acres	6	0	P	52	0	P
Keene Housing Main Office	-	-	NONE	-	-	NONE
Meadow Road	1	0	P	12	0	P
North and Gilsum	1	0	P	10	0	P
Riverbend Apartments	-	-	NONE	4	0	P
Scattered Sites	3	0	P	8	0	P
Stone Arch Village Family	-	-	NONE	6	0	P
Stone Arch Village Senior	1	0	P	12	0	P
Report Totals:	25	0	P	204	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
November 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	$319,525	71%	566	$565	96%	587	$440	$132,583
July	$452,108	$311,377	69%	568	$548	97%	587	$357	$140,731
August	$452,108	$336,748	74%	582	$579	99%	587	$384	$115,360
September	$452,108	$318,593	70%	553	$576	94%	587	$323	$133,515
October	$452,108	$316,148	70%	567	$558	97%	587	$92	$135,960
November	$452,108	$327,371	72%	589	$556	100%	587	$243	$124,737
December									
Total	$4,984,190	$3,555,012	72%	6299	$564	98%	6,457	$5,058	$1,429,178

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	$314,730	70%	508	$620	87%	587	$440	$137,378
July	$452,108	$306,722	68%	507	$605	86%	587	$357	$145,386
August	$452,108	$323,908	72%	514	$630	88%	587	$384	$128,200
September	$452,108	$312,878	69%	505	$620	86%	587	$323	$139,230
October	$452,108	$310,113	69%	504	$615	86%	587	$92	$141,995
November	$452,108	$321,336	71%	516	$623	88%	587	$243	$130,772
December									
Total	$4,984,190	$3,488,602	70%	5650	$617	88%	6,457	$5,058	$1,495,588

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%	18	$772	100%	18	$0	$1,370
June	$15,264	$12,364	81%	17	$727	94%	18	$0	$2,900
July	$15,533	$11,613	75%	17	$683	94%	18	$0	$3,920
August	$15,533	$11,519	74%	18	$640	100%	18	$0	$4,014
September	$14,172	$11,964	84%	17	$704	94%	18	$0	$2,208
October	$14,172	$11,461	81%	17	$674	94%	18	$0	$2,711
November	$12,123	$11,461	95%	17	$674	94%	18	$0	$662
December									
Total	$165,331	$144,925	88%	192	$754	97%	198	$0	$20,406

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	$59,231	$60,161	102%	96	$627	96%	100	$0	($930)
September	$58,093	$56,546	97%	97	$583	97%	100	$219	$1,547
October	$58,093	$60,354	104%	100	$604	100%	100	$0	($2,261)
November	$59,336	$56,018	94%	97	$578	97%	100	$0	$3,318
December									
Total	$654,736	$630,983	96%	1079	$585	98%	1,100	$678	$23,753

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	$25,426	$23,544	93%	43	$548	86%	50	$0	$1,882
September	$26,223	$22,935	87%	42	$546	84%	50	$0	$3,288
October	$26,223	$22,190	85%	42	$528	84%	50	$0	$4,033
November	$23,238	$21,740	94%	41	$530	82%	50	$0	$1,498
December									
Total	$263,539	$262,714	114%	485	$542	88%	550	$0	$825

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	40%	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	40%	50	$46	$1,875
August	$12,491	$13,114	105%	21	$624	42%	50	$46	($623)
September	$12,389	$10,561	85%	22	$480	44%	50	$40	$1,828
October	$12,389	$14,161	114%	24	$590	48%	50	$46	($1,772)
November	$10,828	$14,504	134%	25	$580	50%	50	$46	($3,676)
December									
Total	$177,132	$136,960	105%	237	$578	43%	550	$911	$40,172

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	$1	$1,216	121600%	2	$608	67%	3	$0	($1,215)
September	$1	$1,216	121600%	2	$608	67%	3	$0	($1,215)
October	$1	$2,633	263300%	3	$878	100%	3	$0	($2,632)
November	$1	$2,306	230600%	3	$769	100%	3	$0	($2,305)
December									
Total	$9,391	$15,604	88424%	24	$634	73%	33	$0	($9,637)

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
NOVEMBER 2021

Keene Housing	KEENE HOUSING Consolidated			
	BALANCE SHEET - summary			
	Ending balance as of November 30, 2021	Ending balance as of December 31, 2020	$ Variance Incr / (Decr)	% Variance
ASSETS				
Total Current Assets	25,992,871	24,843,858	1,149,012	4%
Total Fixed Assets	54,995,600	54,450,097	545,504	1%
Total Other Assets	1,510,612	1,509,523	1,089	0%
Total Assets	**$82,499,083**	**$80,803,478**	**$1,695,605**	**2%**
LIABILITIES and EQUITY				
Total Current Liabilities	2,275,757	2,770,849	(495,092)	-22%
Total Long Term Liabilities	32,775,808	32,436,938	338,870	1%
Total Liabilities	**$35,051,565**	**$35,207,787**	**($156,222)**	**0%**
Total Equity	**$47,447,518**	**$45,595,691**	**$1,851,827**	**4%**
Total Liabilities & Equity	**$82,499,083**	**$80,803,478**	**$1,695,605**	**2%**

KEENE HOUSING AND COMPONENT UNIT ENTITIES			
Debt Current Ratio	5.68%	7.90%	

Debt Current Ratio shows how many times an entity can cover current debt with cash and cash equivalents.

	KEENE HOUSING AND COMPONENT UNIT ENTITIES				PARTNERSHIPS AND MANAGED ENTITIES			
	BALANCE SHEET - summary				BALANCE SHEET - summary			
	Ending balance as of November 30, 2021	Ending balance as of December 31, 2020	$ Variance Incr/(Decr)	% Variance	Ending balance as of November 30, 2021	Ending balance as of December 31, 2020	$ Variance Incr/(Decr)	% Variance
ASSETS								
Current Assets								
Cash and Cash Equivalents	7,871,222	6,509,383	1,361,838	17%	3,463,812	3,649,011	(185,199)	-5%
Accounts Receivables, Net	1,722,659	1,750,591	(27,932)	-2%	(19,729)	-	(19,729)	100%
Loan Reveivables	12,818,159	12,858,246	(40,087)	0%	-	-	-	0%
Prepaid Expenses	97,310	55,644	41,666	43%	39,438	20,983	18,455	47%
Other Assets	-	-	-	0%	-	-	-	0%
Total Current Assets	$22,509,350	$21,173,864	$1,335,485	6%	$3,483,521	$3,669,994	($186,473)	-5%
Long-Term Assets								
Fixed Assets	34,660,476	34,349,690	310,786	1%	40,567,922	40,343,203	224,718	1%
Construction In Process	2,124,669	215,715	1,908,954	90%	-	0	(0)	-100%
Accumulated Depreciation	(13,055,630)	(11,924,605)	(1,131,024)	9%	(9,301,837)	(8,533,906)	(767,931)	8%
Total Fixed Assets	$23,729,516	$22,640,799	$1,088,716	5%	$31,266,085	$31,809,297	($543,213)	-2%
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	**$47,304,047**	**$44,879,846**	**$2,424,202**	**5%**	**$35,195,036**	**$35,923,633**	**($728,597)**	**-2%**
LIABILITIES								
Current Liabilities								
Accounts Payable	879,770	328,569	551,202	63%	94,437	323,132	(228,695)	-242%
Accrued Expenses	506,977	495,715	11,262	2%	794,572	1,623,433	(828,861)	-104%
Total Current Liabilities	$1,386,748	$824,284	$562,464	41%	$889,009	$1,946,565	($1,057,556)	-119%
Long Term Liabilities			-	0%			-	0%
Notes Payable	18,334,847	17,735,574	599,273	3%	14,439,494	14,699,898	(260,404)	-2%
Other	1,466	1,466	-	0%	-	-	-	0%
Total Long Term Liabilities	$18,336,313	$17,737,040	$599,273	3%	$14,439,494	$14,699,898	($260,404)	-2%
Total Liabilities	**$19,723,061**	**$18,561,324**	**$1,161,737**	**6%**	**$15,328,504**	**$16,646,463**	**($1,317,959)**	**-9%**
EQUITY								
Capital Investments, Net of Distributions	17,332,301	17,350,691	(18,390)	0%	23,517,159	23,030,509	486,650	2%
Retained Earnings	8,967,831	7,654,109	1,313,722	15%	(3,719,859)	(3,633,893)	(85,966)	2%
Total Equity	**$26,300,132**	**$25,004,800**	**$1,295,332**	**5%**	**$19,797,300**	**$19,396,616**	**$400,684**	**2%**
Current Year's Net Income	$1,280,855	$1,313,722	($32,867)		$69,232	($119,446)	$188,678	
Total Liabilities & Owner's Equity	**$47,304,047**	**$44,879,846**	**$2,424,202**	**5%**	**$35,195,036**	**$35,923,633**	**($728,597)**	**-2%**

Keene Housing	KEENE HOUSING Consolidated			
	INCOME STATEMENT			
	Actual	Budget	Variance	
	YTD Activity as of November 30, 2021	YTD Activity as of November 30, 2021	$ Variance (under)/over	% Variance
Total Operating Revenue	15,534,884	15,593,334	(58,450)	0%
Total Operating Expenses	12,159,763	13,147,035	(987,271)	-8%
NET OPERATING INCOME	**$3,375,121**	**$2,446,300**	**$928,821**	**28%**

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

Non-Operating Expense	Actual	Budget	Variance	
Total Depreciation Expense	$1,898,955	$1,971,137	($72,182)	-4%

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 November 30, 2021	YTD Activity as of November 30, 2021	$ Variance (under)/over	% Variance	YTD Activity as of November 30, 2021	YTD Activity as of November 30, 2021	$ Variance (under)/over	% Variance
REVENUE								
Tenant Rent Income	1,573,943	1,433,864	140,079	9%	1,188,386	1,262,711	(74,325)	-6%
HAP/Subsidy Income	6,191,058	7,439,806	(1,248,748)	-20%	2,403,996	2,315,295	88,701	4%
MTW Non-HAP Income	1,497,018	653,081	843,937	56%	-	-	-	0%
Commercial Rental Income	157,584	160,787	(3,203)	-2%	57,600	46,256	11,344	20%
Vacancy Loss	(137,572)	(140,835)	3,263	-2%	(50,390)	(49,674)	(716)	1%
Admin Fee Income	963,814	882,321	81,493	8%	-	-	-	0%
Managment Fees	539,791	530,530	$9,261	2%	-	-	-	0%
Interest Income	7,322	41,520	(34,198)	-467%	32,341	44,261	(11,920)	-37%
Partnership/Incentive Fees	420,450	194,337	226,113	54%	-	-	-	0%
Other Income	631,600	733,573	(101,972)	-16%	12,454	9,317	3,137	25%
Misc Tenant Income	10,682	8,717	1,965	18%	34,807	27,469	7,338	21%
Total Operating Revenue	$11,855,690	$11,937,700	($82,010)	-1%	$3,679,194	$3,655,634	$23,559	1%
EXPENSES								
Administrative	499,546	527,754	(28,209)	-6%	271,868	269,082	2,786	1%
Operational	434,462	458,583	(24,121)	-6%	94,793	121,084	(26,291)	-28%
Payroll	1,800,344	1,984,250	(183,906)	-10%	553,816	644,395	(90,578)	-16%
Utilities	548,344	552,391	(4,046)	-1%	379,927	397,457	(17,531)	-5%
Maintenance	641,268	551,288	89,980	14%	433,270	317,258	116,012	27%
Taxes & Insurance	369,073	370,890	(1,817)	0%	511,137	559,009	(47,872)	-9%
Interest	221,126	246,258	(25,132)	-11%	457,390	435,722	21,668	5%
Tenant Relocation Exp	250	-	250	100%	-	-	-	0%
Amortization of Finance Cost	-	9,724	(9,724)	0%	-	13,610	(13,610)	0%
Tenant Programs	189,693	170,983	18,711	10%	11,867	17,967	(6,100)	-51%
HAP	4,741,589	5,499,329	(757,740)	-16%	-	-	-	0%
Total Operating Expenses	$9,445,695	$10,371,450	($925,755)	-10%	$2,714,068	$2,775,585	($61,516)	-2%
NET OPERATING INCOME	**$2,409,995**	**$1,566,250**	**$843,745**	**35%**	**$965,126**	**$880,050**	**$85,076**	**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 $3.4m a net increase of $1.0m as compared to the budget of $2.4m.

OPERATING REVENUES are $15.5m a net decrease of $58k as compared to the budget of $15.6m.

OPERATING EXPENSES are $12.1m a net decrease of $1.0m as compared to the budget of $13.1m.

REVENUE	VARIANCES for Revenue categories (Less) / Higher than Budget	
Tenant Rent Income	73,896	
HAP / Subsidy Income	(1,160,047)	The income is less than budget due to the demand for voucher subsidy was less than budget. The remaining balance can be held at HUD and / or used for Non-HAP expenses.
MTW Non-HAP Income	843,937	The actuals are higher 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 has requested reimbursement from HUD for the eligible projects that have been completed. KH has requested to date $1,497k.
Vacancy Loss	2,547	The Vacancy Loss is a reduction to revenue and the 2021 actuals are slightly lower than the budget so this is a smaller reduction to revenue.
Admin Fee Income	81,493	HUD Admin Fee are over budget. The Section 8 admin fees are over budget by $24k, actuals are based on the actual admin expensed, timing. MS in under budget at $20k and related to new vouchers awarded but not leased at this time, timing. SPV are over budget by $14k. The additional CARES funds admin fees are utilized are over budget by $63k.
Interest Income	(46,118)	Timing, related to Evergreen Knoll.
Partnership / Incentive Fees	226,113	Partnership fees and distributions, paid to Keene Housing from surplus cash for 2020 on LIHTC properties managed. The YTD budget is $194k, $410k has been received to date.
Management Fees	9,261	Slightly over budget, related to additional units added.
Other Income	(98,835)	Other Income is less than budget. Related to Miscellanous income under budget. CHT admin income is no longer coming to KH since we purchased that portfolio.
Misc Tenant Income	9,303	Higher than budget
Total Operating Revenue	(58,450)	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	(75,835)	Expenses are generally all under budget by $138k. However, the COVID expenses are over budget by $63k this year but offset by HUD Cares funding as income.
Payroll	(274,484)	Benefit Expenses are under budget by $158k. This variance is expected to remain for the year and possibly continue to increase slightly. Salaries are under budget by $114k, all vacant positions were filled, therefore the variance for payroll should stablize for the remainer of the year.
Utilities	(21,577)	Fuel Expense is under budget by $41k. Water & Sewer is over budget by $17k. Electric is over budget by $2k, timing.
Maintenance	205,992	Many of the maintenance line items are over budget by $273k due to the rising cost of materials and repairs. Flooring has been a significant expense for the properites this year. There are a few maintenance line Items under budget by $60k.
Taxes & Insurance	(49,690)	Property Taxes is under budget by $40k, related to Riverbend by $10k, Evergreen Knoll $5k, CST $7k and Brookbend West $15k. Insurance is under budget by $10k.
Interest	(3,464)	Timing.
Tenant Relocation	250	Related to Bennett Block rehab project.
Amortization of Finance Cost	(23,334)	Timing
Tenant Programs	12,611	Tenant program are over budget and related to the internet assistance payments being made to residents and are reimbursed by HUD CARES Act funding = $58k. Other residential services are under budget, related to lack of activities: garden, resident BBQ, RSR grants to residents.
HAP	(757,740)	HAP disbursements are under budget in MTW by $556k and MS by $210k. NEDs expenses are over budget by =$9k.
Total Operating Expenses	(987,271)	Lower than Budget
Net Variance for Net Income	**$928,821**	**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)	362,365	150,650	235,509 Higher Revenue	23,794 Higher Expenses	
Monadnock Affordable (MAHC)	398,266	466,015	(31,693) Lower Revenue	36,056 Higher Expenses	
Keene Affordable (KAHP)	191,003	126,540	13,601 Higher Revenue	(50,862) Lower Expenses	
Meadow Road	61,073	50,970	(8,255) Lower Revenue	(18,358) Lower Expenses	
Ash Brook Apartment	73,691	55,341	5,752 Higher Revenue	(12,598) Lower Expenses	
Emerald Street	7,856	14,395	(4,223) Lower Revenue	2,316 Higher Expenses	
Hampshire House	417	-	20,150 Higher Revenue	19,733 Higher Expenses	
Section 8 Voucher Program (MTW)	1,120,649	654,038	(199,993) Lower Revenue	(666,605) Lower Expenses	
Mainstream Voucher Program	29,874	4,609	(191,409) Lower Revenue	(216,674) Lower Expenses	
Special Purpose Vouchers (NEDs, AHPP,FYIP)	43,923	(38,896)	74,281 Higher Revenue	(8,538) Lower Expenses	
Riverbend (and LIHTC)	120,877	82,588	4,270 Higher Revenue	(34,019) Lower Expenses	
TOTALS	$2,409,995	$1,566,250	($82,010) Lower Revenue	($925,755) Lower Expenses	
PARTNERSHIPS AND MANAGED ENTITIES					
Low Income Tax Credits Properties (LIHTC)					
Evergreen Knoll	78,797	85,019	15,797 Higher Revenue	22,019 Higher Expenses	
Brookbend West	257,499	178,123	13,777 Higher Revenue	(65,598) Lower Expenses	
Stone Arch Family	60,037	78,529	5,724 Higher Revenue	24,215 Higher Expenses	
Stone Arch Senior	54,914	65,175	(7,940) Lower Revenue	2,321 Higher Expenses	
LIHTC with 10/31 year ends					
Brookbend East	306,366	242,432	29,472 Higher Revenue	(34,463) Lower Expenses	.
Central Square (multifamily)	205,977	218,859	(25,626) Lower Revenue	(12,743) Lower Expenses	
Non-Owned/Managed Properties					
Cottage Street	2,544	11,913	(6,637) Lower Revenue	2,732 Higher Expenses	
TOTALS	966,134	$880,050	$24,567 Higher Revenue	($61,516) 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
Environmental Services	LE-Environmental	12/07/16 - 12/06/17	12/7/2021	remaining renewal options: 0	<$50,000.00	
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	1/15/15 - 1/31/16	1/31/2022	remaining renewal options: 1 (2023, 2024)	<$50,000.00	
Interpert Support	DT Interperting	3/10/21-3/10/26	3/10/2022	remaining renewal options: 4 (2023, 2024, 2025, 2026)		
Trash Removal	Waste Management	05/01/17 - 04/30/19	4/30/2022	remaining renewal options: 0		
Snow Removal	AGM Landscaping	10/01/17- 05/01/19	5/1/2022	remaining renewal options: 0		$30,025
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
Printing/Binding	Silver Direct	11/1/17-10/31/19	10/31/2022	remaining renewal options: 0	as needed	
Legal - RE & Landlord/Tenant Law	Bragdon, Dowd & Kossayda	11/01/17 - 10/31/20	10/31/2022	remaining renewal options: 0	as needed	
Legal - RE Law & Federal Reg	Ballard Spahr	11/01/17 - 10/31/20	10/31/2022	remaining renewal options: 0	as needed	
Legal - RE Law & Federal Reg	Reno Cavanaugh	11/01/17 - 10/31/20	10/31/2022	remaining renewal options: 2	as needed	
Legal - RE Law & Federal Reg	Drummond Woodsum	11/01/17 - 10/31/20	10/31/2022	remaining renewal options: 2	as needed	
Legal - Labor & Employment Law	Sheehan Phinney Bass & Green	11/01/17 - 10/31/20	10/31/2022	remaining renewal options: 0	as needed	
Lawn Care	AGM Landscaping	01/01/18 -11/30/19	11/30/2022	remaining renewal options: 0		$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	11/30/2022	remaining renewal options: 1 (2023)		$72,800
Legal - RE Law & Federal Reg	Hawkins Delafield & Wood	12/01/17 - 11/30/20	11/30/2022	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)		
Development Consulting	TAG Associates	09/01/21- 08/31/23	8/31/2023	remaining renewal options: 3 (2022,2023, 2024)	<$50,000.00	
Development Consulting	Evernorth (Formerly NNEHIF)	10/01/16 - 09/30/19	8/31/2023	remaining renewal options: 0	<$50,000.00	
Elevator Service	Pine State Elevator	09/01/21- 08/31/23	9/11/2023	remaining renewal options: 2 (,2024, 2025)	monthly	
Heating/AC/AH	Gary Jackson Heating	09/16/21 - 09/15/23	9/15/2023	remaining renewal options: 3 (2024, 2025 2026)	as needed	
Audit Services	Otis Atwell	10/06/21-9/30/23	9/30/2023	remaining renewal options: 0		
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	
Copier/Printer Leases	US Bank	10/25/2019-10/25/2024	10/25/2024	remaining renewal options: 0		$1,101
Copier/Printer Leases	US Bank	10/25/2019-10/25/2024	10/25/2024	remaining renewal options: 0		$352
Copier/Printer Leases	US Bank	10/25/2019-10/25/2024	10/25/2024	remaining renewal options: 30		$12,063
Copier/Printer Leases	US Bank	10/25/2019-10/25/2024	10/25/2024	remaining renewal options: 0		$121
Operating Support from KH/MTW	Keene Housing Kids Collaborative	01/1/21 -12/31/24	12/31/2024	remaining renewal options: 0		
Admin Support from KH	Keene Housing Kids Collaborative	01/1/21 -12/31/24	12/31/2024	remaining renewal options: 0		$6,208
IT Support	True North Networks	4/30/2014 - no end	no end			

DECEMBER 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 CST Bingo North & G ilsum and Evergreen Knoll Garden Celebrations	2 CST Game Night Riverbend and Brookbend Garden Celebrations	3	4
5	6 Otis Atwell audit for CST & Brookbend East SAVS Bingo	7 CST Card Making	8 CST Bingo	9 CST Game Night	10	11
12	13 Special BOC Meeting Annual Review of Strategic Plan	14 CST Planning Meeting & Craft Group	15 CST Bingo SAVS Planning Meeting & Chocolate Dipped Pretzels	16 Board of Commissioners Meeting CST Game Night	17 CST Chocolate Dipped Pretzels	18
19	20	21	22 CST Bingo & Gift Swap	23	24 Office Closed Christmas (Observed)	25
26	27	28	29 CST Bingo	30 CST Game Night	31 Office Closed New Year's Day (Observed)	

Keene Housing

JANUARY 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5 CST Bingo	6 CST Game Night	7	8
9	10	11	12 CST Bingo	13 CST Game Night	14	15
16	17 Office Closed Martin Luther King Jr. Day	18	19 CST Bingo	20 Board of Commissioners Meeting	21	22
23	24	25	26 CST Bingo	27 CST Game Night	28	29
30	31					