Keene Housing

Keene Housing
Board of Commissioners Meeting
February 17, 2022

Central Square Terrace Community Connections Craft Activity

Meeting Location:
Harper Acres Mill Building
168 Castle Street
Keene, NH 03431

Keene Housing

Board of Commissioners Meeting
Thursday, February 17, 2022
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Keene Housing

BOARD OF COMMISSIONERS MEETING
THURSDAY, FEBRUARY 17, 2022
12:00 P.M.
HARPER ACRES MILL BUILDING
168 CASTLE STREET, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the January 20, 2022 Keene Housing Board Meeting Minutes

IV. Executive Director's Report

V. Management Report

VI. Finance Report

VII. Old Business

VIII. New Business

a. Approval of Signatories for Bank Accounts (Resolution No. 718)

b. Adoption of the 2022 Amended Keene Housing Moving to Work (MTW) Administrative Plan (Resolution No. 719)

IX. Public Comment

X. Non-Public Session
Convene to Non-Public Session to discuss:
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, January 20, 2022

Vice Chairperson Coates called the Keene Housing Board of Commissioners meeting to order at 12:05 p.m. Roll was taken and Vice Chairperson Coates declared a quorum present.

Commissioners in attendance:
- Chris Coates, Vice Chairperson
- Bob Elliott, Commissioner
- Susan Shaw, Commissioner
- Pam Slack, Commissioner
- Steve Bianco, Commissioner

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

MINUTES:

Vice Chairperson Coates called for approval of the December 16, 2021 Board of Commissioners meeting minutes. Commissioner Slack made a motion to approve the minutes. Commissioner Elliott seconded the motion, which upon being put to vote, the minutes passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Secretary Meehan stated a continuing resolution was enacted to extend current levels of funding for federal agencies and programs through February 18, 2022. The Build Back Better Act is on hold.

The future of the NHSaves program is still unclear. The Public Utility Commission rejected an energy efficiency plan and lawmakers are working through the House of Representatives to restore 2020 funding levels. If funding is not restored, the heat pump conversion projects planned this year at North and Gilsum and Scattered Sites are in jeopardy.

Keene Housing committed to being carbon neutral by 2035 and is researching the feasibility of a solar project on land owned in Swanzey. There is an unsigned conservation easement, and Secretary Meehan is not sure if it is enforceable.

Keene Housing submitted an Emergency Community Development Block Grant (CDBG) to the New Hampshire Community Development Finance Authority (NH CDFA) for the rehabilitation of 105 Castle Street. Secretary Meehan met with CDFA staff and received good news regarding funding. Keene Housing is executing a contract with Warrenstreet Architects Inc. and hopes to start construction in 2022.

Secretary Meehan invited Sandy Clark to give a capital update. Ms. Clark stated the construction of the Riverbend property management office and maintenance garage is underway. Several projects are being prepared to go out for bid including boilers at Ash

Brook, heat pumps at North and Gilsum and Scattered Sites, roof projects at Stone Arch Village, Evergreen Knoll, Damon Court, and shutters at Stone Arch Family. Ms. Clark stated the security camera installation build out is still delayed due to supply chain delays.

The Keene Housing Board of Commissioners reviewed Commissioner Bianco's Conflict of Interest Statement, and no potential conflicts were disclosed.

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.

2021 – 2028 CAPITAL IMPROVEMENT PLAN:

Ms. Griffin review the 2021 – 2028 capital improvement plan. Secretary Meehan stated the capital improvement plan will be shared with the Commissioners annually.

NEW BUSINESS:

Resolution No. 717 - Approval to Adopt Slate of Officers

The Keene Housing Board of Commissioners adopts the slate of officers as presented, pursuant to the January 7, 2022 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director. Commissioner Slack moved the motion to approve the resolution. Commissioner Bianco seconded the motion, which upon being put to vote, was passed unanimously.

Informational Memorandum: Quarterly Safety/Risk Management Report

Ms. Wright reviewed the Quarterly Safety/Risk Management Report as outlined in the Informational Memo dated January 11, 2022.

Informational Memorandum: 2021 Capital Projects Carried Over to 2022

Ms. Griffin review the 2021 capital projects carried over to 2022 as outlined in the Informational Memo dated January 5, 2022.

Informational Memo: 2020 - 2025 Strategic Plan (2021 Progress Report)

Ms. Wright reviewed the 2021 progress report of the 2020 – 2025 Strategic Plan as outlined in the Informational Memo dated January 3, 2022.

OLD BUSINESS:

No topics were presented.

PUBLIC COMMENT:

No members of the public were present.

NON-PUBLIC SESSION:

Commissioner Slack 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). Commissioner Elliott seconded the motion, which upon being put to vote, the motion to suspend Public Session passed unanimously.

Chairperson Coates suspended the Public Session at 12:40 p.m. on Thursday, January 20, 2022, to convene a Non-Public Session.

Commissioner Slack made a motion to reconvene Public Session. Commissioner Bianco seconded the motion, which upon being put to vote, the motion to reconvene Public Session passed unanimously.

PUBLIC SESSION RECONVENED:

Chairperson Coates reconvened the Public Session on Thursday, January 20, 2022, at 1:04 p.m. Chairperson Coates stated the Board of Commissioners voted during non-public session to seal the minutes of that session.

Commissioner Slack made a motion to adjourn the meeting. Commissioner Shaw seconded the motion, which upon being put to vote, was passed unanimously. There being no further business, Chairperson Coates adjourned the Board meeting at 1:05 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

1/26/22
Date

Keene Housing

Resolution No. 718

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item: Approval of Signatories for Bank Accounts.

2. Date of Board Meeting: 2/17/2022

3. Proposed Board Resolution:

Pursuant to the February 1, 2022 memorandum from Linda Griffin, Director of Finance to the Executive Director, Joshua Meehan, that the Keene Housing Board of Commissioners authorize the signatories of Keene Housing or Keene Housing Affiliates' accounts and that funds so deposited may be withdrawn upon a check, draft, note, or order of Keene Housing at Mascoma Bank.

Any one signature will be required on each withdrawal from any of KH or Affiliates' accounts. Two signatures are required for a withdrawal over $10,000.

Name: Linda S. Griffin Title: Director of Finance
Name: Joshua R. Meehan Title: Executive Director
Name: Christopher Coates Title: Board Chair

Whose signature shall be duly certified to said bank, and that no checks, drafts, notes or orders drawn against said bank shall be valid unless so signed.

Be it further resolved, that said bank is hereby authorized and directed to honor and pay any checks, drafts, notes or orders so drawn, whether such checks, drafts, notes or orders be payable to the order of any such persons signing said checks, drafts, notes or orders, or to the individual credit of any of the other officers or not. This resolution shall continue in force and said bank may consider the facts concerning the holders of said offices, respectively, and their signatures to be and continue as set forth in the Secretary until written notice to the contrary is duly served on said bank.

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: 2/3/2022

7. Executive Director Approval Signature _____ Date: 2/3/2022

Keene Housing

MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Linda Griffin, Director Finance
Subject: Approval of Signatories for Bank Accounts
Date: February 1, 2022

This memorandum recommends that KH authorize the following individuals as bank signatories for all Keene Housing and Affiliates' accounts at Mascoma Bank. The bank requires a resolution from the Board of Commissioners to change existing signatories.

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

Resolution: The Keene Housing Board of Commissioners authorizes the signatories of Keene Housing or Keene Housing Affiliates' accounts and that funds so deposited may be withdrawn upon a check, draft, note, or order of Keene Housing.

Any one signature will be required on each withdrawal from any of KH or Affiliates' account. Two signatures are required for a withdrawal over $10,000.

Name: Linda S. Griffin	Title: Director of Finance
Name: Joshua R. Meehan	Title: Executive Director
Name: Christopher Coates	Title: Board Chair

Whose signature shall be duly certified to said bank, and that no checks, drafts, notes or orders drawn against said Bank shall be valid unless so signed.

Be it further resolved, that said bank is hereby authorized and directed to honor and pay any checks, drafts, notes or orders so drawn, whether such checks, drafts, notes or orders be payable to the order of any such persons signing said checks, drafts, notes or orders, or to the individual credit of any of the other officers or not. This resolution shall continue in force and said bank may consider the facts concerning the holders of said offices, respectively, and their signatures to be and continue as set forth in the Secretary until written notice to the contrary is duly served on said bank.

Keene Housing

Resolution No. 719

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   Adoption of the 2022 Amended Keene Housing Moving to Work (MTW) Administrative Plan

2. Date of Board Meeting: February 17, 2022

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners approve and adopt the amended MTW Administrative Plan; and further authorize the Executive Director to make any technical corrections necessary pursuant to the memorandum dated February 8, 2022 from Denise Pratt, Director of Housing and Services, to Joshua R. Meehan, Executive Director.

4. All Backup Attached? Yes X No ☐

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

5. Department Head Approval Signature Denise Pratt Date: 2-11-22

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: 2/11/22

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Denise Pratt, Director of Housing and Services DCP
Subject: 2022 Amended Moving to Work Administrative Plan
Date: February 8, 2022

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

The amended Plan incorporates the policies associated with the new KH-Cheshire County Drug Court (CCDC) Pathway Home program approved by HUD in our FY 2022 MTW Plan.

Stable housing plays a vital role in people's recovery from substance use disorders (SUDs). The inability to pay rent and the threat of losing housing can lead to stress that triggers substance misuse and relapse. The drug court is an alternative sentencing program for low level drug offenders. Participants start with a set of goals and supportive services that mitigates the likelihood of recidivism.

The Pathway Home Program provides the participant with a housing subsidy that can be used on the private market. MTW flexibilities applied to the activity include tenant portion of rent equal to 20% of gross income and supportive services through KH's Resident Self-Reliance Program.

Through the referral process participants are provided a MTW Housing Choice Voucher upon program completion, this activity is intended to improve CCDC participants' success rates. Successful CCDC participants are those who move from substance abuse and potential incarceration to steady employment, stable housing, and a trajectory towards relative economic self-sufficiency.

Factors that lead to housing stability include having family support, housing subsidies, and social supportive services. Active drug users can maintain independent housing when provided appropriate structural supports including rental subsidies and social services.

Substantive Changes:

Page 125. Added KH CCDC Pathway Home Program policy.

CONCLUSION

The new Pathway Home Program is another unique MTW Activity that helps address the housing needs of an underserved population of families in the Monadnock Region. Through our partnership with CCDC KH hopes to play a part in the participants' lives through their successful transition to self-sufficiency.

RECOMMENDATION

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

Resolution: That the Keene Housing Board of Commissioners approve and adopt the amended MTW Administrative Plan; and further authorize the Executive Director to make any technical corrections necessary pursuant to the memorandum dated February 8, 2022 from Denise Pratt, Director of Housing and Services, to Joshua R. Meehan, Executive Director.

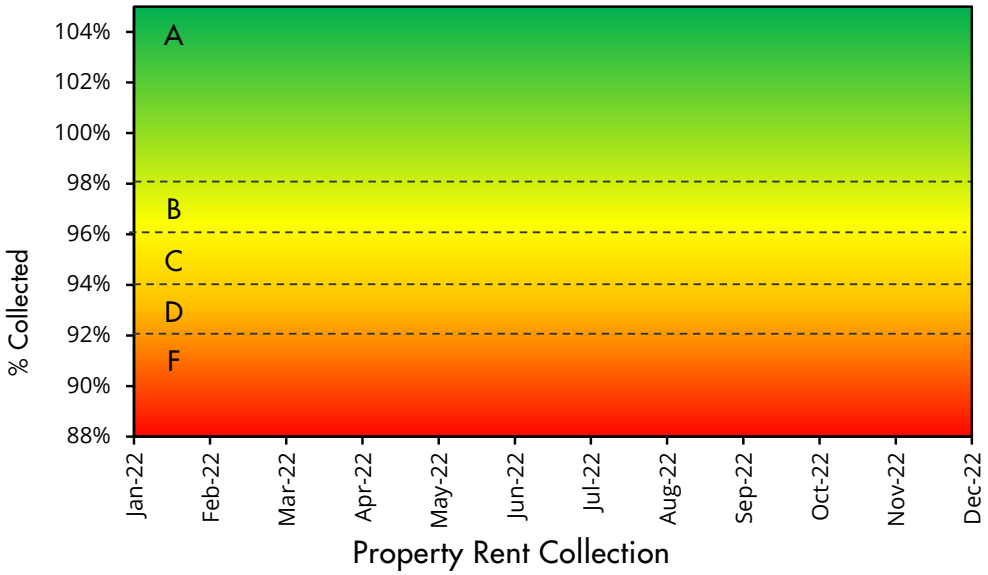
Keene Housing

MANAGEMENT REPORT
JANUARY 2022

Residential Property Rent Collection Report
January 2022

Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$9,009	$9,009	100.0%	**A**	$9,009	$9,009	100.0%	**A**
Bennett Block	$5,500	$6,190	112.5%	**A**	$5,500	$6,190	112.5%	**A**
Brookbend East	$19,700	$19,686	99.9%	**A**	$19,700	$19,686	99.9%	**A**
Brookbend West	$15,642	$14,721	94.1%	**C**	$15,642	$14,721	94.1%	**C**
Central Square Terrace	$29,588	$31,105	105.1%	**A**	$29,588	$31,105	105.1%	**A**
Cottage Street	$406	$71	17.4%	**F**	$406	$71	17.4%	**F**
Evergreen Knoll LP	$15,971	$15,607	97.7%	**B**	$15,971	$15,607	97.7%	**B**
Forest View	$23,832	$23,511	98.7%	**A**	$23,832	$23,511	98.7%	**A**
Hampshire House	$5,412	$5,381	99.4%	**A**	$5,412	$5,381	99.4%	**A**
Harper Acres	$45,153	$45,129	99.9%	**A**	$45,153	$45,129	99.9%	**A**
Meadow Road Apartments	$10,054	$8,779	87.3%	**F**	$10,054	$8,779	87.3%	**F**
North and Gilsum	$19,086	$16,970	88.9%	**F**	$19,086	$16,970	88.9%	**F**
Riverbend Apartments	$13,235	$12,715	96.1%	**B**	$13,235	$12,715	96.1%	**B**
Scattered Sites	$8,819	$9,417	106.8%	**A**	$8,819	$9,417	106.8%	**A**
Scattered Sites 2	$14,601	$12,777	87.5%	**F**	$14,601	$12,777	87.5%	**F**
Stone Arch Village Family	$13,734	$11,141	81.1%	**F**	$13,734	$11,141	81.1%	**F**
Stone Arch Village Senior	$12,634	$12,902	102.1%	**A**	$12,634	$12,902	102.1%	**A**
Totals	$262,376	$255,110	97.2%	B	$262,376	$255,110	97.2%	B

Active Households Only

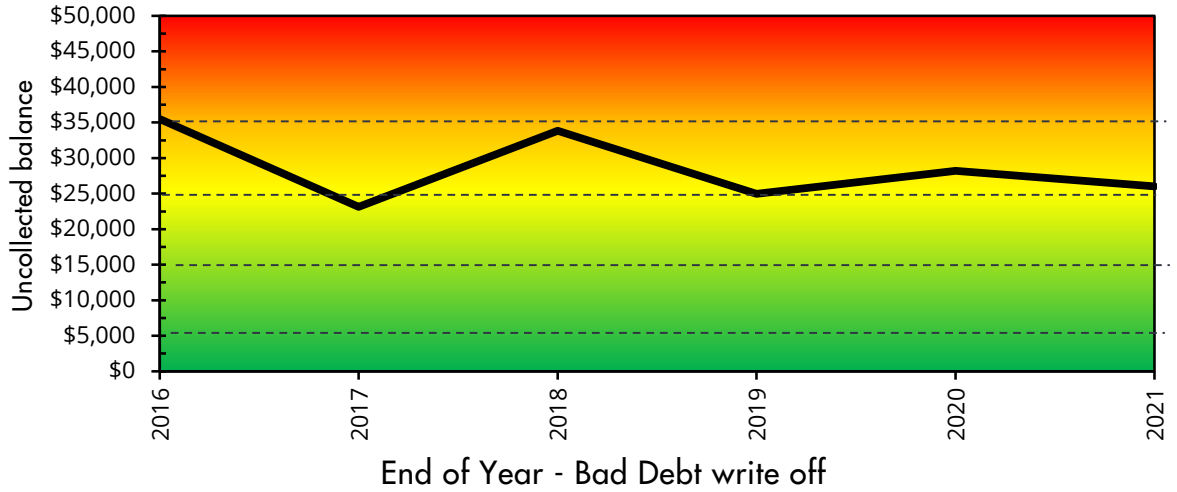


This report compares current tenant's rent billed to rent collected. The percent collected can exceed 100% when back rent is collected. Our goal is to collect at least 98% of rent billed.

Residential Property Uncollected Accounts - Inactive Tenants - Report
January 2022

Community	# of Households	Current	30 days	60 days	90 days	120 days and over	total
Ash Brook Apartments	2	($93)	$0	$0	$0	$0	($93)
Bennett Block	1	$0	$0	$0	$0	$150	$150
Brookbend East	1	$0	$0	$0	$0	$604	$604
Brookbend West	2	$216	$0	$0	$0	$0	$216
Central Square Terrace	1	($98)	$0	$0	$0	$0	($98)
Cottage Street	2	$210	$0	$85	$0	$85	$380
Emerald Street	1	$0	$0	$0	$0	($90)	($90)
Evergreen Knoll LP	0	$0	$0	$0	$0	$0	$0
Forest View	3	$0	$0	$0	$0	$303	$303
Hampshire House	0	$0	$0	$0	$0	$0	$0
Harper Acres	2	$0	$0	$623	$0	$935	$1,558
Meadow Road Apartments	1	$0	$0	$0	$0	$1,624	$1,624
North and Gilsum	2	$0	$0	$0	$0	$149	$149
Riverbend Apartments	1	$0	$0	$0	$0	$663	$663
Scattered Sites	1	$0	$0	$0	$0	$69	$69
Scattered Sites 2	0	$0	$0	$0	$0	$0	$0
Stone Arch Village Family	2	$0	$555	$30	$26	$2,073	$2,683
Stone Arch Village Senior	0	$0	$0	$0	$0	$0	$0
Totals	22	$235	$555	$738	$26	$6,564	$8,118

Inactive Households Only

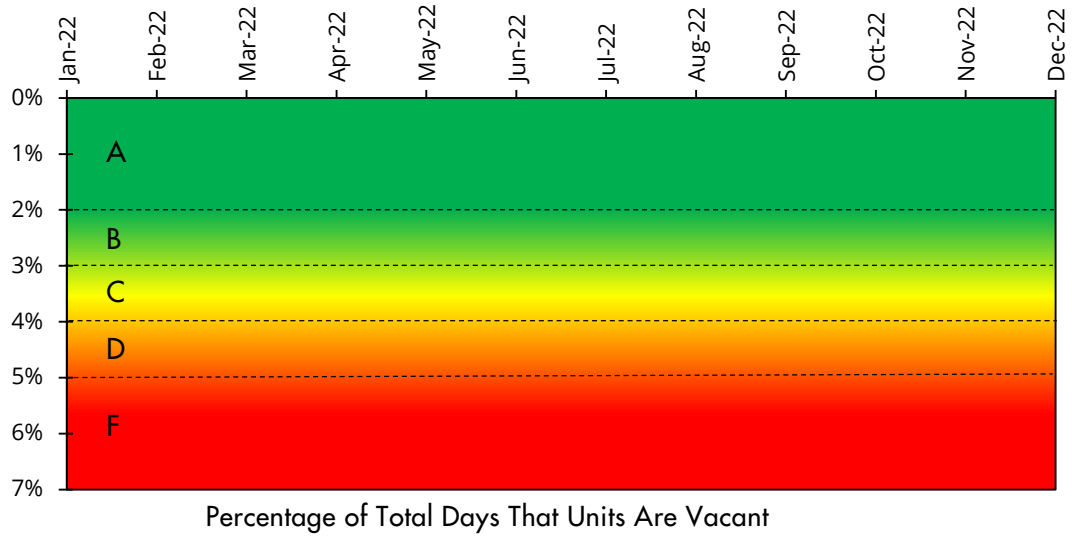


This report tracks the balance that is owed to KH and what remains upaid. Most of these tenants have moved from a KH property and are considered Inactive Tenants.

Monthly Vacancy Report

January 2022

Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	744	10	1.3%	**A**	1.3%	**A**
Bennett Block	14	434	0	0.0%	**A**	0.0%	**A**
Brookbend East	40	1240	0	0.0%	**A**	0.0%	**A**
Brookbend West	35	1085	12	1.1%	**A**	1.1%	**A**
Central Square Terrace	90	2790	13	0.5%	**A**	0.5%	**A**
Evergreen Knoll LP	32	992	0	0.0%	**A**	0.0%	**A**
Forest View	38	1178	0	0.0%	**A**	0.0%	**A**
Hampshire House	18	558	44	7.9%	**F**	7.9%	**F**
Harper Acres	112	3472	28	0.8%	**A**	0.8%	**A**
Meadow Road Apartments	18	558	0	0.0%	**A**	0.0%	**A**
North and Gilsum	29	899	0	0.0%	**A**	0.0%	**A**
Riverbend Apartments	24	744	0	0.0%	**A**	0.0%	**A**
Scattered Sites	18	558	0	0.0%	**A**	0.0%	**A**
Scattered Sites 2	30	930	0	0.0%	**A**	0.0%	**A**
Stone Arch Village Family	24	744	31	4.2%	**D**	4.2%	**D**
Stone Arch Village Senior	33	1023	31	3.0%	**C**	3.0%	**C**
Report Totals:	579	17,949	169	0.9%	A	0.9%	A

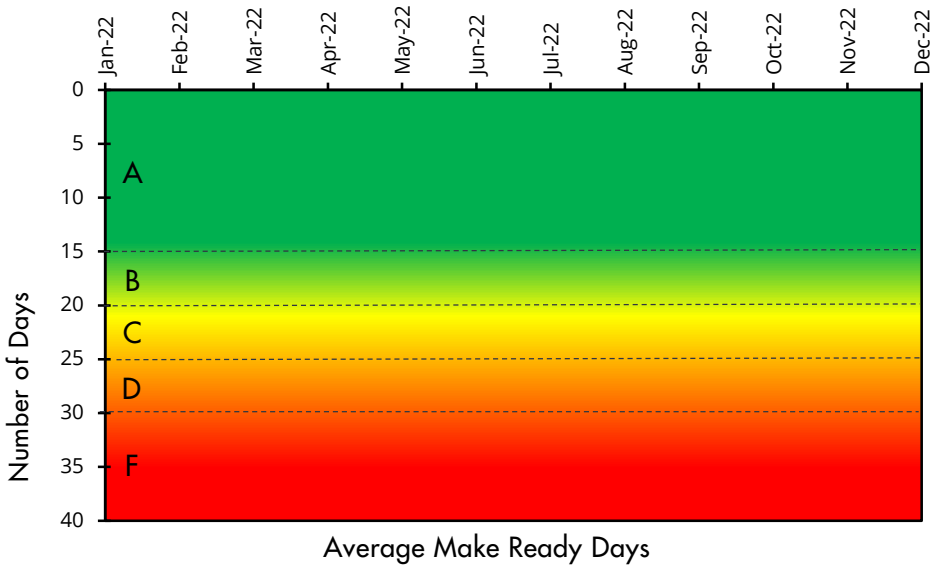


Percentage of Total Days That Units Are Vacant

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
January 2022

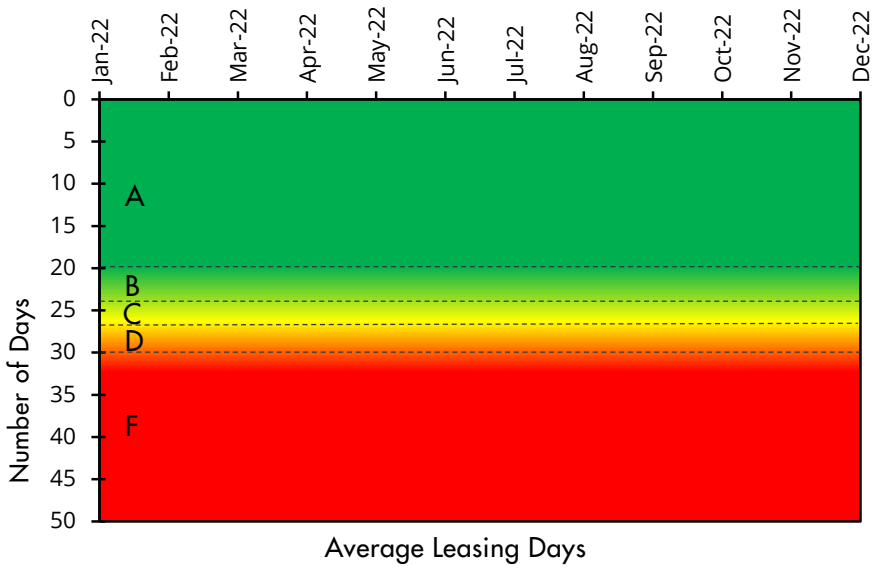
Community	Number of Units Made Ready	Avg. Make Ready Days	YTD Number of Units Made Ready	YTD Avg. Make Ready Days	YTD Grade
Ash Brook Apartments	0	-	0	-	**NONE**
Bennett Block	0	-	0	-	**NONE**
Brookbend East	0	-	0	-	**NONE**
Brookbend West	1	7	1	7	**A**
Central Square Terrace	1	7	1	7	**A**
Evergreen Knoll LP	0	-	0	-	**NONE**
Forest View	0	-	0	-	**NONE**
Hampshire House	1	41	1	41	**F**
Harper Acres	1	9	1	9	**A**
Meadow Road Apartments	0	-	0	-	**NONE**
North and Gilsum	0	-	0	-	**NONE**
Riverbend Apartments	0	-	0	-	**NONE**
Scattered Sites	0	-	0	-	**NONE**
Scattered Sites 2	0	-	0	-	**NONE**
Stone Arch Village Family	0	-	0	-	**NONE**
Stone Arch Village Senior	0	-	0	-	**NONE**
Report Totals:	4	15	5	15	B



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
January 2022

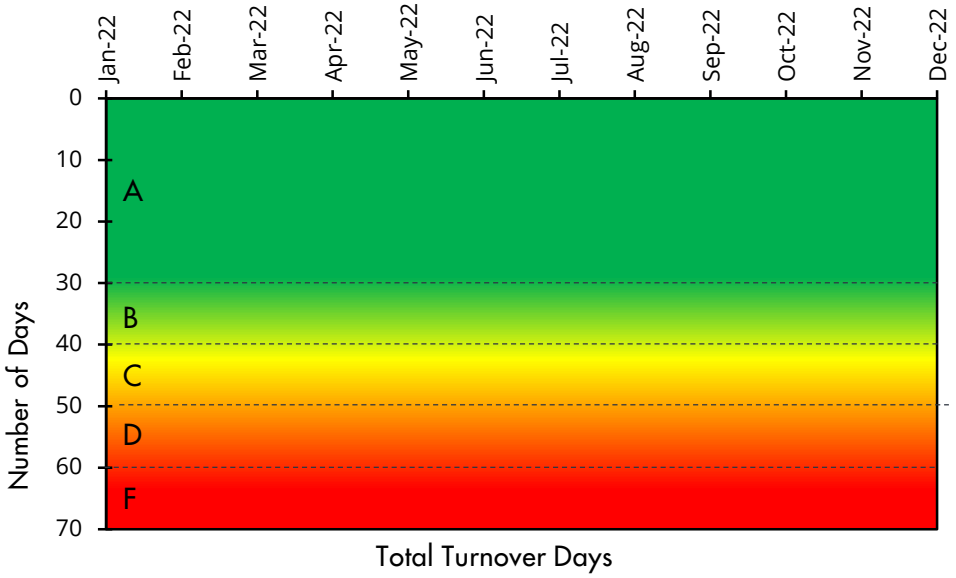
Community	Number of Units Leased	Average Leasing Days	YTD Number of Units Leased	YTD Avg Leasing Days	YTD Grade
Ash Brook Apartments	0	-	0	-	**NONE**
Bennett Block	0	-	0	-	**NONE**
Brookbend East	0	-	0	-	**NONE**
Brookbend West	1	5	1	5	**A**
Central Square Terrace	0	-	0	-	**NONE**
Evergreen Knoll LP	0	-	0	-	**NONE**
Forest View	0	-	0	-	**NONE**
Hampshire House	1	60	1	60	**F**
Harper Acres	1	19	1	19	**A**
Meadow Road Apartments	0	-	0	-	**NONE**
North and Gilsum	0	-	0	-	**NONE**
Riverbend Apartments	0	-	0	-	**NONE**
Scattered Sites	0	-	0	-	**NONE**
Scattered Sites 2	0	-	0	-	**NONE**
Stone Arch Village Family	0	-	0	-	**NONE**
Stone Arch Village Senior	0	-	0	-	**NONE**
Report Totals:	3	28	3	28	D



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
January 2022

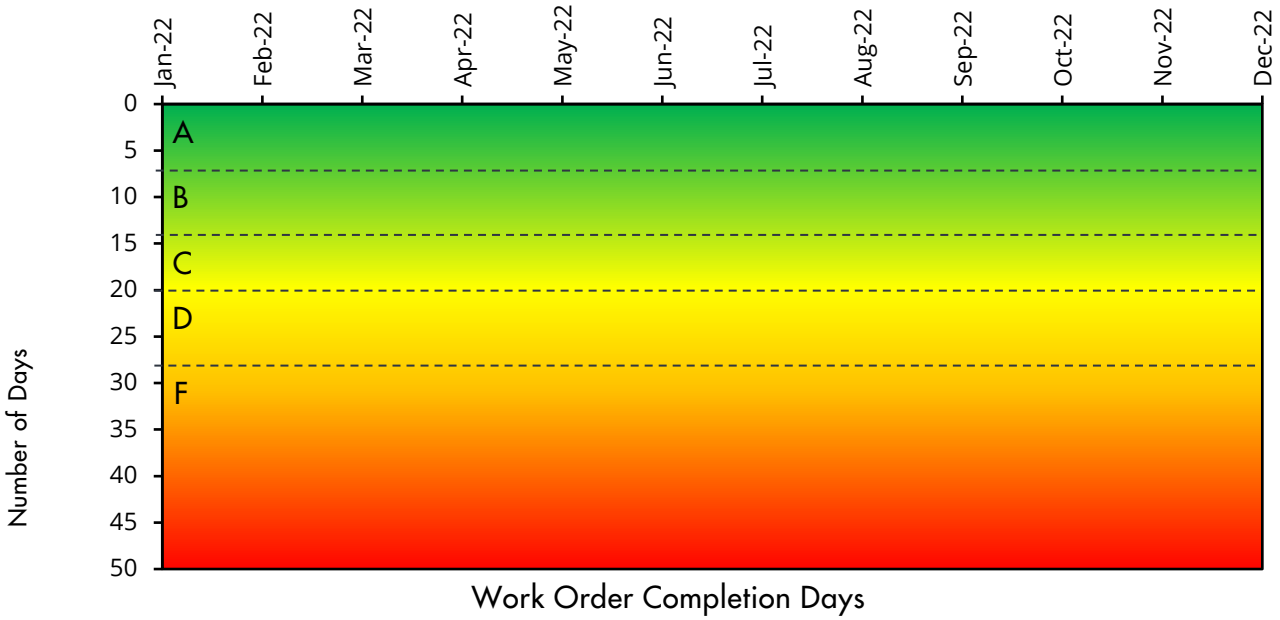
Community	Number of Units Turned in Month	Average Turnover Days	YTD Number of Units Turned	YTD Avg Turnover Days	YTD Grade
Ash Brook Apartments	0	-	0	-	**NONE**
Bennett Block	0	-	0	-	**NONE**
Brookbend East	0	-	0	-	**NONE**
Brookbend West	1	11	1	11	**A**
Central Square Terrace	0	-	0	-	**NONE**
Evergreen Knoll LP	0	-	0	-	**NONE**
Forest View	0	-	0	-	**NONE**
Hampshire House	1	72	1	72	**F**
Harper Acres	1	27	1	27	**A**
Meadow Road Apartments	0	-	0	-	**NONE**
North and Gilsum	0	-	0	-	**NONE**
Riverbend Apartments	0	-	0	-	**NONE**
Scattered Sites	0	-	0	-	**NONE**
Scattered Sites 2	0	-	0	-	**NONE**
Stone Arch Village Family	0	-	0	-	**NONE**
Stone Arch Village Senior	0	-	0	-	**NONE**
Report Totals:	3	37	3	37	B



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
January 2022

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	11	0	A	11	0	A
Bennett Block	7	1	A	7	1	A
Brookbend East	59	1	A	59	1	A
Brookbend West	18	1	A	18	1	A
Central Square Terrace	32	1	A	32	1	A
Cottage Street	3	2	A	3	2	A
Emerald Street House	6	0	A	6	0	A
Evergreen Knoll LP	10	0	A	10	0	A
Forest View	13	0	A	13	0	A
Hampshire House	5	1	A	5	1	A
Harper Acres	22	1	A	22	1	A
Keene Housing Main Office	5	0	A	5	0	A
Meadow Road	2	0	A	2	0	A
North and Gilsum	15	1	A	15	1	A
Riverbend Apartments	5	1	A	5	1	A
Scattered Sites	10	0	A	10	0	A
Scattered Sites 2	13	1	A	13	1	A
Stone Arch Village Family	11	1	A	11	1	A
Stone Arch Village Senior	25	1	A	25	1	A
Report Totals:	272	1	A	272	1	A



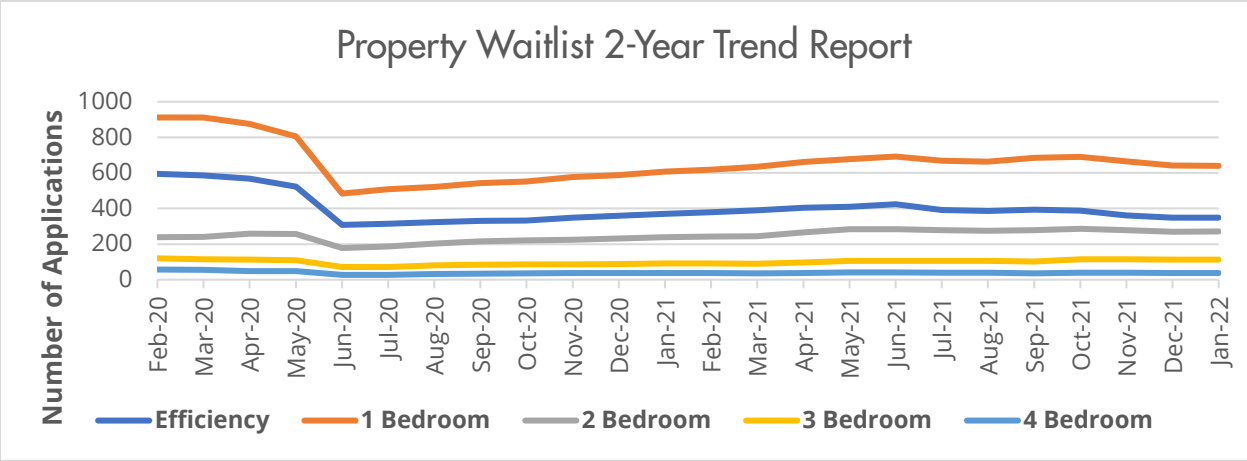
This report tracks the number of days it takes the Facilities and Assets team to complete non-emergency work orders. Our goal is to complete non-emergency work orders in 5 days or less.

Residential Property Emergency Work Order Completion Days
Janaury 2022

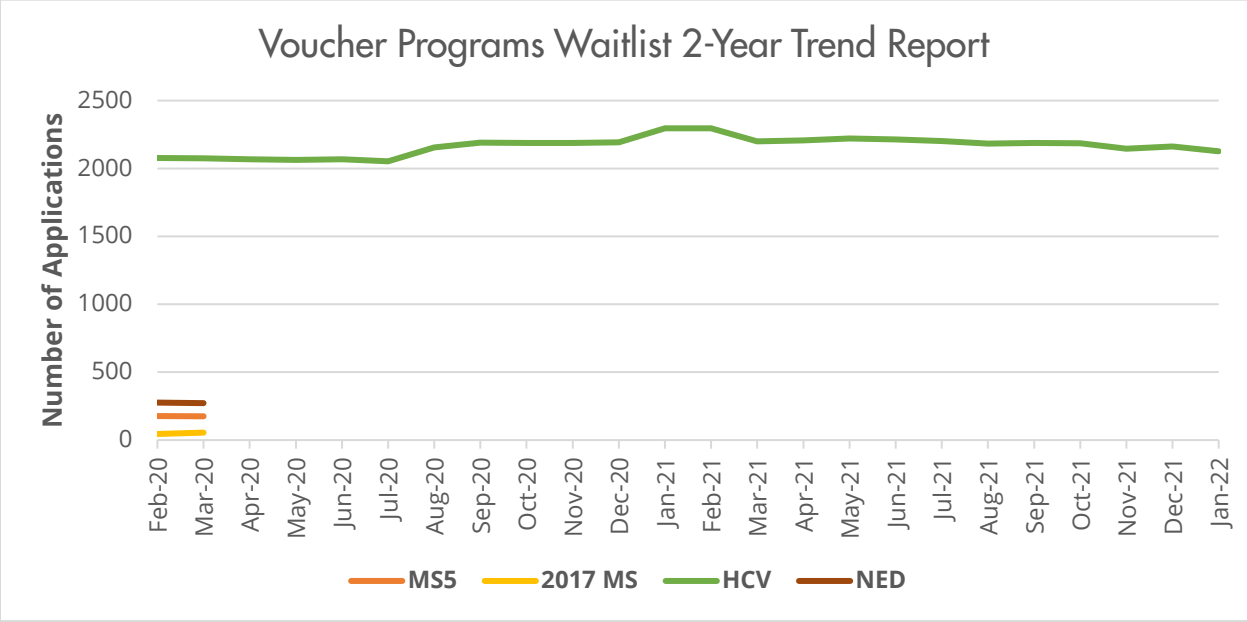
Community	Number of Work Orders	Average Days To Complete	Monthly Grade	YTD Number of Work Orders	YTD Average Days To Complete	YTD Grade
Ash Brook Apartments	2	0	P	2	0	P
Bennett Block	3	0	P	3	0	P
Brookbend East	-	-	NONE	-	-	NONE
Brookbend West	-	-	NONE	-	-	NONE
Central Square Terrace	5	0	P	5	0	P
Cottage Street	-	-	NONE	-	-	NONE
Emerald Street House	-	-	NONE	-	-	NONE
Evergreen Knoll LP	-	-	NONE	-	-	NONE
Forest View	2	0	P	2	0	P
Hampshire House	-	-	NONE	-	-	NONE
Harper Acres	4	0	P	4	0	P
Keene Housing Main Office	-	-	NONE	-	-	NONE
Meadow Road	1	0	P	1	0	P
North and Gilsum	1	0	P	1	0	P
Riverbend Apartments	-	-	NONE	-	-	NONE
Scattered Sites	1	0	P	1	0	P
Scattered Sites 2	-	-	NONE	-	-	NONE
Stone Arch Village Family	1	0	P	1	0	P
Stone Arch Village Senior	2	0	P	2	0	P
Report Totals:	22	0	P	22	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
January 2022



*Waitlist purge completed in June 2020



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

Housing and Services FY 2022 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	$452,108	$326,606	72%	597	$547	102%	587	$167	$125,502
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$452,108	$326,606	72%	597	$547	102%	587	$167	$125,502

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	$452,108	$317,621	70%	513	$619	87%	587	$167	$134,487
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$452,108	$317,621	70%	513	$619	87%	587	$167	$134,487

Affordable Housing Preservation Program (AHPP)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$12,203	$11,421	94%	17	$672	94%	18	$0	$782
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$12,203	$11,421	94%	17	$672	94%	18	$0	$782

Non-Elderly Disabled (NED)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$58,917	$59,910	102%	96	$624	96%	100	$0	($993)
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$58,917	$59,910	102%	96	$624	96%	100	$0	($993)

Mainstream (MS)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$23,394	$21,905	94%	41	$534	82%	50	$0	$1,489
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$23,394	$21,905	94%	41	$534	82%	50	$0	$1,489

2017 Mainstream (MS)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$10,772	$13,970	130%	26	$537	52%	50	$46	($3,198)
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$10,772	$13,970	130%	26	$537	52%	50	$46	($3,198)

Foster Youth to Independence

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$4,360	$2,964	17%	3	$988	100%	3	$0	$14,475
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$4,360	$2,964	17%	3	$988	100%	3	$0	$14,475

FY22 utilization targets are 98% in NEDs, 98% in AHPP, 93% in MTW without THASP, 103% with THASP, MS5 98% and 2017 MS 98%.

2021 Summary			
Program	UMA	UML	% UML
MTW	7044	6885	98%
NED	1200	1176	98%
AHPP	216	209	97%
MS5	600	526	88%
2017 MS	600	262	44%

Keene Housing

FINANCE REPORT
JANUARY 2022

Keene Housing	KEENE HOUSING Consolidated			
	BALANCE SHEET - summary			
	Ending balance as of December 31, 2021	Ending balance as of December 31, 2020	$ Variance Incr / (Decr)	% Variance
ASSETS				
Total Current Assets	25,557,477	24,843,858	713,619	3%
Total Fixed Assets	54,771,861	54,450,097	321,764	1%
Total Other Assets	1,485,717	1,509,523	(23,806)	-2%
Total Assets	**$81,815,055**	**$80,803,478**	**$1,011,577**	**1%**
LIABILITIES and EQUITY				
Total Current Liabilities	1,420,360	2,770,849	(1,350,489)	-95%
Total Long Term Liabilities	32,717,041	32,436,938	280,103	1%
Total Liabilities	**$34,137,401**	**$35,207,787**	**($1,070,386)**	**-3%**
Total Equity	**$47,677,654**	**$45,595,691**	**$2,081,963**	**4%**
Total Liabilities & Equity	**$81,815,055**	**$80,803,478**	**$1,011,577**	**1%**

KEENE HOUSING AND COMPONENT UNIT ENTITIES			
Debt Current Ratio	13.17%	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 December 31, 2021	Ending balance as of December 31, 2020	$ Variance Incr/(Decr)	% Variance	Ending balance as of December 31, 2021	Ending balance as of December 31, 2020	$ Variance Incr/(Decr)	% Variance
ASSETS								
Current Assets								
Cash and Cash Equivalents	8,082,056	6,509,383	1,572,673	19%	3,374,368	3,649,011	(274,643)	-8%
Accounts Receivables, Net	1,177,819	1,750,591	(572,772)	-49%	12,821	-	12,821	100%
Loan Reveivables	12,816,753	12,858,246	(41,493)	0%	-	-	-	0%
Prepaid Expenses	70,324	55,644	14,680	21%	23,336	20,983	2,353	10%
Other Assets	-	-	-	0%	-	-	-	0%
Total Current Assets	$22,146,952	$21,173,864	$973,088	4%	$3,410,525	$3,669,994	($259,469)	-8%
Long-Term Assets								
Fixed Assets	36,707,865	34,349,690	2,358,175	6%	40,591,818	40,343,203	248,614	1%
Construction In Process	264,707	215,715	48,992	19%	-	0	(0)	-100%
Accumulated Depreciation	(13,192,020)	(11,924,605)	(1,267,415)	10%	(9,600,508)	(8,533,906)	(1,066,602)	11%
Total Fixed Assets	$23,780,551	$22,640,799	$1,139,751	5%	$30,991,310	$31,809,297	($817,988)	-3%
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	(3,494)	(2,783)	(711)	20%	(160,081)	(135,897)	(24,184)	15%
Total Other Assets	$1,064,471	$1,065,182	($711)	0%	$421,246	$444,341	($23,095)	-5%
Total Assets	**$46,991,974**	**$44,879,846**	**$2,112,128**	**4%**	**$34,823,081**	**$35,923,633**	**($1,100,552)**	**-3%**
LIABILITIES								
Current Liabilities								
Accounts Payable	337,119	328,569	8,551	3%	43,916	323,132	(279,216)	-636%
Accrued Expenses	276,550	495,715	(219,165)	-79%	762,774	1,623,433	(860,659)	-113%
Total Current Liabilities	$613,670	$824,284	($210,614)	-34%	$806,690	$1,946,565	($1,139,875)	-141%
Long Term Liabilities			-	0%			-	0%
Notes Payable	18,301,316	17,735,574	565,742	3%	14,414,259	14,699,898	(285,639)	-2%
Other	1,466	1,466	-	0%	-	-	-	0%
Total Long Term Liabilities	$18,302,782	$17,737,040	$565,742	3%	$14,414,259	$14,699,898	($285,639)	-2%
Total Liabilities	**$18,916,452**	**$18,561,324**	**$355,128**	**2%**	**$15,220,949**	**$16,646,463**	**($1,425,514)**	**-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%	(3,720,507)	(3,633,893)	(86,614)	2%
Total Equity	**$26,300,132**	**$25,004,800**	**$1,295,332**	**5%**	**$19,796,652**	**$19,396,616**	**$400,036**	**2%**
Current Year's Net Income	$1,775,391	$1,313,722	$461,669		($194,520)	($119,446)	($75,074)	
Total Liabilities & Owner's Equity	**$46,991,974**	**$44,879,846**	**$2,112,128**	**4%**	**$34,823,081**	**$35,923,633**	**($1,100,552)**	**-3%**

Keene Housing	KEENE HOUSING Consolidated			
	INCOME STATEMENT			
	Actual	Budget	Variance	
	YTD Activity as of December 31, 2021	YTD Activity as of December 31, 2021	$ Variance (under)/over	% Variance
Total Operating Revenue	17,423,663	17,015,381	408,282	2%
Total Operating Expenses	13,445,097	14,345,379	(900,282)	-7%
NET OPERATING INCOME	**$3,978,566**	**$2,670,003**	**$1,308,563**	**33%**

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

Non-Operating Expense	Actual	Budget	Variance	
Total Depreciation Expense	$2,334,017	$2,150,806	$183,211	8%

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 December 31, 2021	YTD Activity as of December 31, 2021	$ Variance (under)/over	% Variance	YTD Activity as of December 31, 2021	YTD Activity as of December 31, 2021	$ Variance (under)/over	% Variance
REVENUE								
Tenant Rent Income	1,729,881	1,566,365	163,516	9%	1,292,912	1,377,282	(84,370)	-7%
HAP/Subsidy Income	7,110,756	8,118,770	(1,008,014)	-14%	2,627,756	2,525,798	101,959	4%
MTW Non-HAP Income	1,499,534	712,448	787,086	52%	-	-	-	0%
Commercial Rental Income	171,405	175,402	(3,997)	-2%	62,868	50,461	12,407	20%
Vacancy Loss	(138,054)	(153,998)	15,944	-12%	(52,528)	(54,213)	1,685	-3%
Admin Fee Income	1,233,436	962,549	270,887	22%	-	-	-	0%
Managment Fees	593,698	578,756	$14,942	3%	-	-	-	0%
Interest Income	8,165	45,315	(37,150)	-455%	35,231	48,432	(13,201)	-37%
Partnership/Incentive Fees	420,450	212,000	208,450	50%	-	-	-	0%
Other Income	752,290	800,279	(47,989)	-6%	27,665	10,169	17,496	63%
Misc Tenant Income	12,807	9,524	3,283	26%	35,392	30,042	5,350	15%
Total Operating Revenue	$13,394,367	$13,027,410	$366,957	3%	$4,029,296	$3,987,971	$41,325	1%
EXPENSES								
Administrative	559,995	576,487	(16,492)	-3%	298,986	293,711	5,275	2%
Operational	473,335	500,643	(27,308)	-6%	131,567	132,260	(693)	-1%
Payroll	2,071,303	2,165,220	(93,917)	-5%	608,927	703,013	(94,086)	-15%
Utilities	605,415	603,325	2,090	0%	403,800	433,115	(29,315)	-7%
Maintenance	728,116	601,479	126,637	17%	490,982	346,133	144,849	30%
Taxes & Insurance	365,616	405,114	(39,498)	-11%	579,292	609,849	(30,557)	-5%
Interest	241,265	268,771	(27,506)	-11%	459,086	475,359	(16,273)	-4%
Tenant Relocation Exp	906	-	906	100%	-	-	-	0%
Amortization of Finance Cost	711	10,615	(9,904)	-1393%	17,280	14,931	2,349	14%
Tenant Programs	216,729	186,455	30,274	14%	13,786	19,628	(5,842)	-42%
HAP	5,178,001	5,999,270	(821,269)	-16%	-	-	-	0%
Total Operating Expenses	$10,441,391	$11,317,379	($875,988)	-8%	$3,003,706	$3,028,000	($24,294)	-1%
NET OPERATING INCOME	**$2,952,976**	**$1,710,031**	**$1,242,945**	**42%**	**$1,025,590**	**$959,972**	**$65,619**	**6%**

*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 $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	87,556	
HAP / Subsidy Income	(906,055)	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	787,086	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 $1.5m.
Vacancy Loss	17,629	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	270,887	HUD Admin Fee are over budget. The Section 8 admin fees are over budget by $56k, actuals are based on the actual admin expensed. MS in under budget at $22k and related to new vouchers awarded but not leased at this time. SPV are over budget by $15k. The additional CARES funds admin fees utilized are over budget by $202k.
Interest Income	(50,351)	
Partnership / Incentive Fees	208,450	Partnership fees and distributions, paid to Keene Housing or MAHC from surplus cash for 2020 on LIHTC properties managed. The YTD budget is $212k, $410k has been received to date.
Management Fees	14,942	Slightly over budget, related to additional units added.
Other Income	(30,493)	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	8,632	Higher than budget
Total Operating Revenue	408,282	Higher 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	(39,218)	Expenses are generally all under budget by $35k. However, the COVID expenses included in Admin are over budget by $26k this year but offset by HUD Cares funding as income.
Payroll	(188,003)	Benefit Expenses are under budget by $144k. This variance is expected to remain for the year and possibly continue to increase slightly. Salaries are under budget by $42k, all vacant positions were filled, therefore the variance for payroll should stablize for the remainer of the year.
Utilities	(27,225)	Fuel Expense is under budget by $36k. Water & Sewer is under budget by $10k. Electric is over budget by $19k.
Maintenance	271,486	Most of the maintenance line items are over budget by $320k 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 $40k.
Taxes & Insurance	(70,056)	Property Taxes is under budget by $70k, related to Ash Brook $33k, Riverbend by $10k, Evergreen Knoll $5k, CST $7k and Brookbend West $4k. Insurance is on budget.
Interest / Partnership Taxes / Amortiz	(51,335)	
Tenant Relocation	906	Related to Bennett Block rehab project.
Tenant Programs	24,432	Tenant programs appear to be over budget but is related to the internet assistance payments being made to residents and these are reimbursed by HUD CARES Act funding by $58k. Other residential services are under budget by $26k, related to lack of activities: garden, resident BBQ, RSR grants to residents.
HAP	(821,269)	HAP disbursements are under budget in MTW by $604k and MS by $230k. NEDs expenses are over budget by =$13k.
Total Operating Expenses	(900,282)	Lower than Budget
Net Variance for Net Income	**$1,308,563**	**Higher than Budget**

*All entities have year end as of 12/31 except CST and BBE are 10/31 year ends, this report is showing year ends.

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

Keene Housing

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)	356,463	164,355	249,091 Higher Revenue	56,982 Higher Expenses	
Monadnock Affordable (MAHC)	398,316	508,365	(74,924) Lower Revenue	35,126 Higher Expenses	
Keene Affordable (KAHP)	263,949	137,921	142,346 Higher Revenue	16,319 Higher Expenses	
Meadow Road	73,027	55,879	1,974 Higher Revenue	(15,174) Lower Expenses	
Ash Brook Apartment	117,887	60,350	6,873 Higher Revenue	(50,665) Lower Expenses	
Emerald Street	11,541	17,255	(3,417) Lower Revenue	2,297 Higher Expenses	
Hampshire House	(3,513)	-	30,073 Higher Revenue	33,586 Higher Expenses	
Section 8 Voucher Program (MTW)	1,408,544	713,448	5,172 Higher Revenue	(689,923) Lower Expenses	
Mainstream Voucher Program	20,244	4,973	(214,839) Lower Revenue	(230,110) Lower Expenses	
Special Purpose Vouchers (NEDs, AHPP,FYIP)	53,784	(42,539)	94,497 Higher Revenue	(1,826) Lower Expenses	
Riverbend (and LIHTC)	252,734	90,024	130,110 Higher Revenue	(32,600) Lower Expenses	
TOTALS	$2,952,976	$1,710,031	$366,957 Higher Revenue	($875,988) Lower Expenses	
PARTNERSHIPS AND MANAGED ENTITIES					
Low Income Tax Credits Properties (LIHTC)					
Evergreen Knoll	72,156	92,659	16,147 Higher Revenue	36,650 Higher Expenses	
Brookbend West	259,435	194,191	16,308 Higher Revenue	(48,936) Lower Expenses	
Stone Arch Family	55,967	85,571	5,965 Higher Revenue	35,569 Higher Expenses	
Stone Arch Senior	57,486	71,017	(9,225) Lower Revenue	4,306 Higher Expenses	
LIHTC with 10/31 year ends					
Brookbend East	331,351	264,778	32,843 Higher Revenue	(33,730) Lower Expenses	.
Central Square (multifamily)	241,790	238,756	(25,973) Lower Revenue	(29,007) Lower Expenses	
Non-Owned/Managed Properties					
Cottage Street	8,414	13,000	6,268 Higher Revenue	10,854 Higher Expenses	
TOTALS	1,026,598	$959,972	$42,333 Higher Revenue	($24,294) Lower Expenses	

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

Keene Housing and Component Units

Cash Account Balances - 12/2021

PROPERTY/PROGRAM	LOCALS	MAHC/KAHP	RIVERBEND	ASH BROOK APT	Emerald St House	Hampshire House	MEADOW ROAD APT	KHKC	MTW VOUCHERS	MAINSTREAM VOUCHERS	NON-ELDERLY /DISABLED VOUCHERS	TOTALS
CASH - unrestricted												
Cash Operating	$ -	$ 914,713	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Reserves-Other	$ -	$ 1,183,655	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
MTW Block Grant	$ 1,094,293	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Cash-Locals	$ 2,271,219	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,463,879
CASH - other												
Cash Operating	$ -	$ -	$ 34,325	$ 104,476	$ 15,981	$ 9,088	$ 14,995	$ 106,388	$ 165,594	$ 194,080	$ 161,366	
Cash-KHKC SAVINGS ACCT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 21,090	$ -	$ -	$ -	
CD-KHKC	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 153,651	$ -	$ -	$ -	
Cash-Petty Cash	$ -	$ 35	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Employee FSA	$ 3,193	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Reserves-Tax & Insurance	$ -	$ 183,044	$ 76,147	$ 41,694	$ 5,907	$ 7,389	$ 98,714	$ -	$ -	$ -	$ -	
Reserves-Replacement	$ -	$ 1,019,044	$ 124,335	$ 125,575	$ 37,967	$ 850	$ 30,385	$ -	$ -	$ -	$ -	
Reserves-Residual Receipts	$ -	$ -	$ -	$ -	$ 2,501	$ -	$ -	$ -	$ -	$ -	$ -	
Reserves-Operating	$ -	$ -	$ 52,178	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,789,993
Total Cash balance 12/2021	$ 3,368,705	$ 3,300,491	$ 286,986	$ 271,745	$ 62,355	$ 17,327	$ 144,095	$ 281,129	$ 165,594	$ 194,080	$ 161,366	$ 8,253,872
Total Cash balance 12/2020	$ 3,032,676	$ 2,196,689	$ 260,029	$ 156,848	$ -	$ -	$ 137,246	$ 210,274	$ 129,793	$ 172,937	$ 116,159	$ 6,412,652
Increase/(decrease) from 12/2020	$ 336,028	$ 1,103,801	$ 26,956	$ 114,897	$ 62,355	$ 17,327	$ 6,849	$ 70,855	$ 35,801	$ 21,143	$ 45,208	$ 1,841,220

KH Capital Purchases/Renovations details 2021

Description	Location	Original Budget	Approved Changes	Total Spent	Approved 2021 Moved to 2022	FUNDING STATUS:
KAHP-Harper Acres	Unplanned Life/Safety or RA	$10,000		$0		MTW funding
KAHP-Harper Acres	Brick work and wood trim work (Mill Building)	$30,000		$11,812		MTW funding-added to 2022
KAHP-Harper Acres	Brick work (10 Bldg @4000)	$40,000		$213,014		MTW funding
KAHP-Harper Acres	Interior Fire Door (hallway and closet 6x18 bldg @ $1000 ea)	$108,000				MTW funding
KAHP-Harper Acres	Sky lights (14 bldg @$2500 each for reroofing)	$35,000				MTW funding
KAHP-Harper Acres	Metal Soffits (Replace With Pvc around property)	$14,000				MTW funding
KAHP-Harper Acres	Cement ramp at 109 Ashelut (Fees only, work in 2022)	$7,500		$5,762		MTW funding-added to 2022
KAHP-Harper Acres	Tub roll-in (5 units at $4000)	$20,000		$22,660		MTW funding
KAHP-Harper Acres	Key/Locks	$0		$9,375		MTW funding
KAHP-Harper Acres	Wirelss transformers (2) for fire panel (109/Mill bldg)	$0		$10,080		MTW funding
KAHP-105 Castle St	Rehabilitation Planning for 2022	$125,000	-$115,000	$10,000		Cash
KAHP-Forest View	Water Shut Offs Located In Crawl Spaces	$14,196		$12,544		MTW funding
KAHP-Forest View	Snow guards for Solar Panels	$0		$0	$60,000	MTW funding
KAHP-N&G	Snow guards for Solar Panels	$0		$0	$18,000	MTW funding
KAHP-Bennett	Remediation Of Ground Soil	$10,700		$10,449		MTW funding
KAHP-Bennett	Rehabilation Project (funding from CDBG and loans)	$1,360,000	$170,000	$1,521,122	$18,100	CDBG, Loans, Cash, Eversource
KAHP-Bennett	Flooring/Furniture for Community Room/offices			$0		MTW funding
KAHP-17-19 Roxbury Ct	Kitchen upgrade 1 Apt (Cabinets, Appl)	$17,150	-$17,150	$0		MTW funding
KAHP-17-19 Roxbury Ct	Repair Roof Replacement slate w/asphalt on porch	$12,000	-$12,000	$0		MTW funding
KAHP-17-19 Roxbury Ct	Lighting/outlet - all 4 units @ $6000	$24,000	-$24,000	$0		MTW funding
KAHP-N&G	Heat Pump Project: Design/Bid Doc for Project 2022		$30,000	$0		MTW funding
KAHP-Scattered Sites	Rehabiliation Project: Design/Bid Doc for Project 2022		$20,000	$24,470		MTW funding
KAHP various properties	Security Camera System expand (with setup of connection)	$125,300		$55,044	$15,000	MTW funding
KAHP various properties	Asphalt/Concrete Project with Engineering (warrenstreet)	$400,000	-$77,166	$113,854	$100,899	MTW funding
KAHP-Scattered Sites 2	Installation/windows at 32 Winchester st			$11,170		MTW funding
Riverbend Apartments	Security Camera System expand (with setup of connection)	$15,000	-$15,000	$0		MTW funding-added to 2022
Riverbend Apartments	Bathroom/office for PM (A&E now and build 2021)	$15,000		$27,000		Cash COVID
Riverbend Apartments	Building	$0		$102,000		Cash COVID
Riverbend Apartments	Building	$0		$1,482		MTW
Meadow rd	Bathroom Shower Value (16 @ $300)	$4,800		$0		MTW funding
Meadow rd	Stair replacement	$0		$4,307		MTW funding
Meadow rd	Bathroom Sink and Kitchen Sink Value (18x2 @ $250)	$9,000		$0		MTW funding
Meadow rd	New Bathrooms (2 @ $3500)	$7,000		$4,781		MTW funding
Meadow rd	Security Camera System expand (with setup of connection)	$27,405	-$27,405	$0		MTW funding-added to 2022
Ash Brook Apt	Asphalt/Driveway and Engineering (Stevens & Assoc)	$200,000		$159,492	$20,500	MTW funding
Ash Brook Apt	Security Camera System expand	$7,000	-$7,000	$0		MTW funding-added to 2022
Locals	Vehicles	$42,000		$49,990		Cash
Locals	Security Camera System expand	$8,000	-$8,000	$0		MTW funding-added to 2022
MAHC-SAV office	Land (use block grant funds)					MTW block grant
Evergreen Knoll	DHW: storage tanks (4)	$15,750		$11,995		Reserves
Evergreen Knoll	Security Camera System expand	$21,000		$19,754		Reserves
SAV Family	Security Camera System expand	$11,000		$0	$13,476	Reserves
SAV Family	Outside light poles (2)	$0		$27,134		Reserves
SAV Senior	Security Camera System expand	$11,000		$0	$12,054	Reserves
Brookbend East	Security Camera System expand	$25,000		$14,175		Reserves
Brookbend East	Landscaping (rock removal)	$5,000		$0		
Brookbend West	Security Camera System expand	$28,000		$22,671		Reserves
Brookbend West	Landscaping (rock removal)	$5,000		$0		
CST	Security Camera System expand	$26,000		$0	$25,000	Reserves
CST	RA (auto doors @ $650)	$10,000		$10,000		Reserves
TOTAL CAPITAL purchases/renovations		**$2,845,801**		**$2,486,137**	**$283,029**	
CE OF FUNDS						
MTW Funding carry over from 2020		$554,000		$782,464		
MTW Funding expected in 2021		$600,000		$573,954		
Mascoma Bank Loan (balance remaining available)		$100,000		$11,000		
KH and KAHP/MAHC Cash on hand		$175,000		$59,990		
CARES ACT funding		$0		$129,000		

KH Capital Purchases/Renovations details 2021

Description	Location	Original Budget	Approved Changes	Total Spent	Approved 2021 Moved to 2022	FUNDING STATUS:
Replacement Reserves used		$0		$105,729		
Bennett Block Cash received in 2019 (Eversource Rebate FV heat pump project)		$475,500		$0		
Bennett Block Eversource Rebate (used to pay down loan)		$130,000		$102,000		
Bennett Block Rehabiliation funding sources (CDBG)		$472,000		$472,000		
Bennett Block Rehabiliation funding sources (KDHC Loan)		$150,000		$150,000		
Bennett Block Rehabiliation funding sources (Green Gap Investors)		$200,000		$100,000		
	TOTAL Keene Housing Sources	**$2,856,500**		**$2,486,137**		
	Available funds unspent			**$0**		

Keene Housing-Active Contracts

Type of Services	Vendor	Original Contract Dates	Current Expiration Date	Renewal Options	2022 ANNUAL Contract Limits	2022 ANNUAL Contract Specific Amounts
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		$51,090
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: 0	as needed	
Legal - RE Law & Federal Reg	Drummond Woodsum	11/01/17 - 10/31/20	10/31/2022	remaining renewal options: 0	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	
Legal - RE Law & Federal Reg	Hawkins Delafield & Wood	12/01/17 - 11/30/20	11/30/2022	remaining renewal options: 0	as needed	
Lawn Care	AGM Landscaping	01/01/18 -11/30/19	11/30/2022	remaining renewal options: 1(2023)		$68,550
Lawn Care	AGM Landscaping	04/01/19 -11/30/20	11/30/2022	remaining renewal options: 1 (2023)		$72,800
Capital Needs Assessment	GDS Associates	12/18/19- 12/17/22	12/17/2022	remaining renewal options: 0		
Technical Assistance	Edgemere Consulting	02/01/19 - 1/31/22	1/31/2023	remaining renewal options: 1 (2024)	<$50,000.00	

Type of Services	Vendor	Original Contract Dates	Current Expiration Date	Renewal Options	2022 ANNUAL Contract Limits	2022 ANNUAL Contract Specific Amounts
Keene Housing-Active Contracts						
Graphic Design	Silver Direct	02/01/19 - 1/31/24	1/31/2023	remaining renewal options: 1 (2024)	< $15,000.00	
Energy Consulting Services	Nova Consulting Group	2/20/20 - 2/20/21	2/20/2023	remaining renewal options: 2 (2023,2025)	<$50,000.00	
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)	10/01/21 - 09/30/23	8/31/2023	remaining renewal options: 1 (2023-2025)	<$50,000.00	
Architect/Engineering Services	JA Saccoccio Workshop PLLC	09/03/21-09/03/23	9/3/2023	remaining renewal options: 1 (2023)		
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: 1 (2023)	as needed	
Audit Services	Otis Atwell	10/06/21-9/30/23	9/30/2023	remaining renewal options: 1 (2023)		
Environmental Services	LE-Environmental	01/01/22 - 12/31/23	12/31/2023	remaining renewal options: 1 (2023-2025)	<$50,000.00	
Architect/Engineering Services	Stevens & Associates	07/01/19-06/30/22	6/30/2024	remaining renewal options: 0	as needed	
Copier/Printer Leases	SymQuest/Konica Minolta	10/25/19-10/25/24	10/25/2024	remaining renewal options: 0		$1,815/Month
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		7034.42/Month
Interpert Support	DT Interperting	3/10/21-3/10/26	3/10/2026	remaining renewal options: 0		
IT Support	True North Networks	1/1/21-12/31/26	12/31/2026	remaining renewal options: 0		
Laundry Service	CSC Service Works	2/16/22-2/16/27	2/16/2027	remaining renewal options: 0		

Keene Housing

MTW HCV Quarterly Dashboard Report

Excludes Mainstream, NED, HOVO and Shelters; also excludes RCT NO Services

Submitted January 7, 2022

$0 HAP Households

Status	Program	Household ID#	$0 HAP Effective	EOP Date	Resident Service Coordinator	
Active	Project-based	41095			Kelly Griffin	Person was 0 HAP but overturned in IH
Active	Project-based	46342			Melody Blanchette	Person exited to IB, and has returned
Active	Project-based	44661	07/01/2021	12/31/2021	Kelly Griffin	
Active	Project-based	44913	7/1/2021	12/31/2021	Kelly Griffin	

TANF Stepped Subsidy Households

Program	Household ID#	MTW Step
Project-based	43145	3
Project-based	46314	3
Project-based	48659	1
Project-based	48790	1
Project-based	48819	1
Private Market	48925	1

RSR Compliance

Households with No Assessment	5	New participants, some included in strike data
Households with No Strikes	41	
Households with 1 Strike	30	
Households with 2 Strikes	22	
Households with 3 Strikes	17	
Total Households:	115	***Unduplicated count**

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

30% and Under Rent Burden	61
31%-45% Rent Burden	6
Over 45% Rent Burden	19

Safety Net Overview

	MONTHLY HAP	SAFETY NET HAP	HAP DIFFERENCE	APPROVED APPS	DENIED APPS	WITHDRAWN APPS	TOTAL APPS
PBV Subtotal	$2,600	$4,433	$1,833	4	0	0	4
HCV Subtotal	$1,190	$2,182	$992	2	0	0	2
Quarter Total	**$3,790**	**$6,615**	**$2,825**	**6**	**0**	**0**	**6**

City Assistance	**$2,506**
SCS COVID-19 Assistance	**$79,397**

Gross Income Change Overtime (Includes Active and Inactive Households)

2020 Q-4

Average	$29,260.00
Median	$30,120.00
Number Households	124

2021 Q-4

Average	$28,549.00
Median	$33,131.00
Number Households	104

Notes:

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

FEBRUARY 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 SAVS Garden Meeting	2 CST Bingo North & Gilsum Garden Meeting	3 Quarterly Staff Training Ash Brook Garden Meeting CST Game Night	4	5
6	7	8 CST Craft Group and Mural Planning Meeting	9 CST Bingo SAVS Craft Group Riverbend Garden Meeting	10 CST Game Night	11	12
13	14 Harper Group Activities Meeting & Craft Group	15 Otis Atwell Audit CST Group Activities Meeting & Pet Treat Activity	16 CST Bingo SAVS Group Activities Meeting	17 Board of Commissioners Meeting CST Game Night	18	19
20	21 Office Closed Presidents' Day	22	23 CST Bingo	24 CST Game Night	25	26
27	28					

Keene Housing

March 2022

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

Keene Housing