Keene Housing

Keene Housing
Board of Commissioners Meeting
June 26, 2025

Sealcoating at Brookbend East and West

Meeting Location:

Forest View Family Activity Center
5 Harmony Lane
Keene, NH 03431

Keene Housing

Board of Commissioners Meeting
Thursday, June 26, 2025
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Keene Housing

BOARD OF COMMISSIONERS MEETING
THURSDAY, JUNE 26, 2025
12:00 P.M.
FOREST VIEW FAMILY ACTIVITY CENTER
5 HARMONY LANE, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the May 22, 2025 Keene Housing Board Meeting Minutes

IV. Executive Director's Report

V. Housing Management Report

VI. Voucher Programs Report

VII. Finance Report

VIII. Old Business

IX. New Business

a. Keene Housing Kids Collaborative Update

b. Approval of Amendment to the Violence Against Women Act (Resolution No. 796)

c. Approval of Executive Director Travel (Resolution No. 797)

d. Approval of a Transfer of Non-HAP Moving to Work (MTW) Funds to Monadnock Affordable Housing Corporation (Resolution No. 798)

X. Public Comment

XI. 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).

XII. Adjournment

Minutes of the Keene Housing Board of Commissioners Meeting
Thursday, May 22, 2025

Vice Chairperson Benson called the Keene Housing Board of Commissioners meeting to order at 5:40 p.m. Roll was taken and Vice Chairperson Benson declared a quorum present.

Commissioners in attendance:

Emily Benson, Vice Chairperson
Cody Morrison, Commissioner
Susan Shaw, Commissioner

Absent:

Chris Coates, Chairperson
Amy Lehr, Commissioner

Also in attendance:

Joshua Meehan, Secretary
Linda Griffin, Director of Finance
Amy Wright, Director of Administration
Ellen Wishart, Director of Voucher Programs
Amy Crocker, Director of Housing
Kelly Griffin, Director of Resident Services
Sandy Clark, Director of Facilities and Assets

MINUTES:

Vice Chairperson Benson called for approval of the April 17, 2025 Board of Commissioners meeting minutes. Commissioner Shaw made a motion to approve the minutes. Commissioner Morrison seconded the motion, which upon being put to vote, the minutes passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Secretary Meehan stated President Trump's proposed "skinny budget" presents significant cuts to Department of Housing and Urban Development (HUD) programs that would increase barriers to accessing housing assistance, including work requirements, time limits, and a shift toward block grants being managed by states. Although Congress has signaled it will largely dismiss the President's budget and create its own, the reintroduction of such policy conversations is concerning, especially given the historical impact of similar discussions in the mid-1990s and welfare reform. Secretary Meehan stated he was interviewed by a National Public Radio (NPR) reporter and discussed the Moving to Work (MTW) program and how time limits have often proven impractical, leading agencies, including Keene Housing, to avoid enforcing them due to the risk of exacerbating homelessness.

Secretary Meehan stated he and several Keene Housing staff members recently attended a MTW Conference in Washington, DC.

Keene Housing received a $150,000 solar energy grant from the Community Development Finance Authority (CDFA), adding to an existing $400,000 grant from the state's Low and Moderate Income Solar Program and a Solar Investment Tax Credit award of nearly half a million dollars. The total development cost for the 5 solar array project is $1.18 million and with the CDFA award only $29,000 will be funded by Keene Housing. The solar arrays are

expected to save Keene Housing $40,000 annually in electricity costs, amounting to $1 million in savings over 25 years. The Board recognized Carolyn Sweet for her role in securing the CDFA grant as her first successful application as an employee of Keene Housing.

Secretary Meehan discussed the federal Solar for All initiative, which provides $8 million for public housing authorities in New Hampshire. Keene Housing is preparing a request for qualifications (RFQ) to engage a developer to design a large-scale solar farm in anticipation of the Solar for All grant application to be published soon.

Secretary Meehan reported on Roosevelt West, noting that the funding stack is nearly complete. A resolution for a $1.5 million transfer from Keene Housing to Monadnock Affordable Housing Corporation (MAHC) is on tonight's agenda to support the sponsor loan.

The environmental review process for the Jaffrey property is nearly complete. Keene Housing hopes to finalize a Finding of No Significant Impact (FONSI) by the end of July and close on the land in August. Design planning, which has already begun for the development is expected to ramp up in the fall.

Secretary Meehan reminded the Board about the upcoming strategic planning session being held from 9:30 a.m. to noon on June 17th, with lunch to follow. Stakeholder interviews and landlord surveys are underway to inform the planning process.

MANAGEMENT REPORT:

Ms. Crocker reviewed the Management Report.

FINANCE REPORT:

Ms. Griffin reviewed the consolidated financial operations and variances to budget.

OLD BUSINESS:

No topics were presented.

NEW BUSINESS:

Approval of the Transfer of Keene Housing funds to Monadnock Affordable Housing Corporation (Resolution No. 793)

The Keene Housing Board of Commissioners authorizes the transfer of up to $1,500,000 of Keene Housing funds to support the funding of the Roosevelt West project. Commissioner Morrison moved the motion to approve the resolution. Commissioner Shaw seconded the motion, which upon being put to vote, was passed unanimously.

Approval of Election of Directors and Appointment of Officers (Resolution No. 794)

The Keene Housing Board of Commissioners adopts the Election of Directors and Appointment of Officers presented, pursuant to the May 1, 2025 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director. Commissioner Shaw moved the motion to approve the resolution. Commissioner Morrison seconded the motion, which upon being put to vote, was passed unanimously.

Approval of the Sale of Meadow Road Apartments to Monadnock Affordable Housing Corporation (Resolution No. 795)

The Keene Housing Board of Commissioners approves the sale of Meadow Road apartments and authorizes the Executive Director to execute all documents necessary to carry out the sale, pursuant to a memorandum dated May 5, 2025 from Linda Griffin, Director of Finance, to Joshua Meehan, President. Commissioner Shaw moved the motion to approve the resolution. Commissioner Morrison seconded the motion, which upon being put to vote, was passed unanimously.

PUBLIC COMMENT:

No members of the public were present.

NON-PUBLIC SESSION:

No motion was made to move to Non-Public Session.

Commissioner Morrison 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, Vice Chairperson Benson adjourned the Board meeting at 6:12 p.m.

5/27/2025

Joshua Meehan, Secretary of Keene Housing Board of Commissioners Date

Keene Housing

Resolution No. 796

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   Approval of Amendment to the Violence Against Women Act (VAWA) Policy

2. Date of Board Meeting: June 26, 2025

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners approves the updated Violence Against Women Act (VAWA) Policy and authorizes the Executive Director or his designee to make any necessary technical corrections to the document pursuant to the June 11, 2025 memorandum from Ellen Wishart, Director of Voucher Programs 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 Ellen R. Wishart Date: 6/16/2025

6. Statement of availability of funds by Director of Finance

   Funds Budgeted and Available Yes ☐ No ☐ Source _____

   Director of Finance Approval Signature _____ Date: _____

7. Executive Director Approval Signature _____ Date: 6/16/25

Keene Housing

MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Ellen Wishart, Director of Voucher Programs
Subject: Approval of Amendment to the Violence Against Women Act (VAWA) Policy
Date: June 11, 2025

This memorandum recommends that the Board of Commissioners approve Keene Housing's updated Violence Against Women Act (VAWA) Policy.

BACKGROUND

Approved in 2013 and updated in 2014, 2019, and 2022, Keene Housing's Violence Against Women Act (VAWA) Policy provides guidance to staff in cases of domestic violence, dating violence, sexual assault, and stalking.

Upon review, the VAWA Policy required updating to comply with the intention of the Act and applicable laws.

PROPOSED CHANGES

The proposed changes include:

Expansion of eligible covered Housing Programs *B. Eligibility*

Added the definitions "economic abuse" and "technological abuse" *D. Definitions*

RECOMMENDATION

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

> **Resolution:** Pursuant to the June 11, 2025 memorandum from the Director of Voucher Programs, Ellen Wishart to Executive Director Joshua R. Meehan, the Keene Housing Board of Commissioners approves the updated VAWA Policy and authorizes the Executive Director or his designee to make any necessary technical corrections to the document.

Violence Against Women Act (VAWA) Policy

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Keene Housing

List of Changes

- Aug 20, 2014 - Board approved addition of Emergency Transfer Plan section.
- April 18, 2019 - Board approved revision of Notice to Participant Households section.
- April 21, 2022 – Board approved updates to eligibility criteria, notice requirements, certifications and confidentiality, adverse factors, conflicting evidence, and lease bifurcation.
- June 26, 2025 – Board approved updates to eligible covered programs and additional definitions.

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A. Purpose and Applicability

1. The purpose of this Policy is to provide guidance to Keene Housing (KH) staff in the cases of domestic violence, dating violence, sexual assault, and stalking and to prevent homelessness by:

    a. Protecting the safety of victims;

    b. Creating long-term housing solutions for victims;

    c. Building collaborations among victim service providers; and

    d. Assisting KH to respond appropriately to the violence while maintaining a safe environment for KH staff, resident households, applicant households, and others

2. The Policy will assist KH in providing rights under the *Violence Against Women Act* ("VAWA") to its applicants, tenants, and other program participants.

3. This policy is applicable to all KH's housing and HCV (Section 8) programs. Despite its title, this policy is gender-neutral, and its protections are available to female and male victims of domestic violence, dating violence, sexual assault, or stalking.

B. Eligibility

1. Eligible for VAWA Protections

    a. Applicants and tenants of Housing Choice Voucher, Project Based Voucher, Multifamily, HUD, RD, and LIHTC housing developments who are victims of domestic violence, sexual assault, or stalking.

    b. Protections are not limited to women and are available to all, without regard to sex, gender identity, or sexual orientation.

2. Not eligible for VAWA Protections

    a. Guests, unassisted household members, and live-in aides not eligible for protections limited to tenants.

    b. Note: As a reasonable accommodation, a tenant can request VAWA protections if a live-in aide is a victim and may request an emergency transfer for the household.

C. Mission Statement

KH's policy is to comply with the 2005 VAWA Pub. L. 109-162, as amended by the Violence Against Women Reauthorization Act of 2013 (VAWA), Pub. L. 113-4; KH shall not discriminate against an applicant resident household, public housing resident household, or other program participant on the basis of the rights or privileges provided under the VAWA.

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D. Definitions

The definitions in this Section apply only to this Policy.

Actual and Imminent Threat: A physical danger that is real, would occur within an immediate time frame, and could result in death or serious bodily harm.

Confidentiality: Confidentiality means that KH will not enter information provided to KH under this policy into a shared database or provide this information to any related entity except as stated in Section D.4.

Dating Violence: Violence committed by a person:

1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2. Where the existence of such a relationship shall be determined based on a consideration of the following factors:

    a. The length of the relationship;

    b. The type of relationship; and

    c. The frequency of interaction between the persons involved in the relationship.

Domestic Violence: Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, committed by a person with whom the victim shares a child in common, committed by a person who is cohabiting with or has cohabited with the victim as a spouse, committed by a person similarly situated to a spouse of the victim under the domestic or family violence laws of New Hampshire, or committed by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of New Hampshire.

Economic Abuse: Behavior that is coercive, deceptive, or unreasonably controls or restrains a person's ability to acquire, use or maintain economic resources to which they are entitled, including using coercion, fraud, or manipulation to (A) restrict a person's access to money, assets, credit, or financial information; (B) unfairly use a person's personal economic resources, including money, assets, and credit, for one's own advantage; or (C) exert undue influence over a person's financial and economic behavior or decisions, including forcing default on joint or other financial obligations, exploiting powers of attorney, guardianship, or conservatorship, or failing or neglecting to act in the best interests of a person to whom one has a fiduciary duty.

Technological Abuse: An act of pattern of behavior that occurs within domestic violence, sexual assault, dating violence or stalking and is intended to harm, threaten, intimidate, control, stalk, harass, impersonate, exploit, extort, or monitor, except as otherwise permitted by law, another person, that occurs using any form of technology, including but not limited to: internet enabled devices, online spaces and platforms, computers, mobile devices, cameras, and imaging programs, apps, location tracking devices, or communication technologies, or any other emerging technologies.

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Affiliated Individual: A spouse, parent, brother or sister, or child of a victim or an individual to whom the victim stands in *loco parentis*; or any other individual, tenant, or lawful occupant living in the resident household of that individual.

Perpetrator: A person who commits an act of domestic violence, dating domestic violence, sexual assault, or stalking against a victim.

Sexual Assault: Any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent.

Stalking: Includes the following:

1. To follow, pursue or repeatedly commit acts with the intent to kill, injure, harass or intimidate the victim;

2. To place under surveillance with the intent to kill, injure, harass or intimidate the victim;

3. In the course of, or as a result of such following, pursuit, surveillance, or repeatedly committed acts, to place the victim in reasonable fear of the death of, or serious bodily injury to the victim; or

4. To cause substantial emotional harm to the victim, a member of the immediate family of the victim or the spouse or intimate partner of the victim.

Victim: A person who is the target of domestic violence, dating violence, sexual assault, or stalking under this Policy and who has timely and completely completed the certification under the *Certification and Confidentiality* policies, below, or as requested by KH.

E. Certification and Confidentiality

1. HUD Approved Certification

   a. For each incident that a person is claiming is abuse the person may certify to KH, owner or manager their victim status by completing a HUD approved certification form.

   b. The person shall certify the date, time, and description of the incidents, that the incidents are bona fide incidents of actual or threatened abuses and meet the requirements of VAWA and this Policy.

   c. The person shall provide information to identify the perpetrator, if known and it is safe to provide, including but not limited to the name and, if known, all alias names, date of birth, address, contact information such as postal, e-mail or internet address, telephone or facsimile number or other information. KH will not make contact with the perpetrator if doing so would create a risk of harm to the person claiming abuse.

   d. If there is reason to believe that the certification is incomplete or inaccurate, KH may require additional documentation of the incident. Such

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documentation shall not place the victim in any danger. KH shall work with the victim to identify appropriate sources of documentation.

2. Other Certification: A person who is claiming victim status may provide to KH, an owner or manager the following certification instead of the HUD-approved certification:

   a. Documentation signed by the victim and an employee, agent, or volunteer of a victim service provider, a social service provider, domestic violence shelter staff, school personnel, an attorney, or a medical professional, including social workers, psychologists, and mental health providers, from whom the victim has sought assistance in addressing domestic violence, dating violence, sexual assault, or stalking or the effects of the abuse, in which the individual providing the documentation attests under penalty of perjury (28 U.S.C. § 1746) to their belief that the incident(s) in question are grounds for protection under VAWA 2013 and meets the requirements as contained in this policy; or

   b. A federal, state, tribal, territorial, local police or court record.

   c. If the victim elects to provide other certification, either that certification or the victim must provide information to identify the perpetrator, if known and safe to provide, including but not limited to the name and, if known, all alias names, date of birth, address, contact information such as postal, e-mail or internet address, telephone or facsimile number or other information.

3. Failure to Provide Certification

   a. The person shall provide complete and accurate certifications to KH, owner or manager within fourteen (14) business days after the party requests in writing that the person completes the certifications. KH may allow reasonable extensions, as determined by KH, for submission of certifications for good cause shown.

   b. If the person does not provide a complete and accurate certification within the 14 business days, or any extension granted by KH, KH, the owner or manager may take action to deny or terminate participation or tenancy.

4. Confidentiality: KH, the owner, and manager shall keep all information provided to KH under this Section confidential.

5. KH, owner and manager shall not enter the information into a shared database or provide to any related entity except to the extent that:

   a. The victim requests or consents to the disclosure in writing;

   b. The disclosure is required for:

      - Eviction from assisted housing;

      - Termination of Section 8 assistance; or

- Applicable law requires the disclosure.

6. Victim Confidentiality:

   a. All information and documentation will be maintained with strict confidentiality.

   b. Unless required by law, no VAWA information will be provided to employees or contractors.

   c. VAWA information will not be entered into a database or provided to others, without consent from the victim or unless required for an eviction action or by law.

   d. KH will secure all correspondence and personal interactions with victims to maintain confidentiality.

   e. The tenant file will contain documentation regarding the victim's preferred method of communication.

   f. The victim may designate an attorney, advocate, or other secure contact for communications.

   g. VAWA communications will be kept separate from the tenant file.

   h. In order to ensure required confidentiality, KH shall;

      - Use private room for intake;
      - Let victim know who they should communicate with; and
      - Train staff on confidentiality policies.

   i. If required, offsite meetings with victims may be held to ensure confidentiality.

F. Appropriate Basis for Denial of Admission or Tenancy

1. KH does not deny participation or admission to a program on the basis of a person's victim status, if the person otherwise qualifies for admission or assistance.

2. An incident or incidents of actual or threatened domestic violence, dating violence, sexual assault, or stalking and/or any behavior engaged in by a perpetrator directly related to such incidents will not be a serious or repeated violation of the lease by victim and shall not be good cause for denying to a victim admission to a program, terminating occupancy rights, or evicting a tenant.

3. Where KH receives adverse information about an applicant or applicant's household member(s) and the applicant is a victim of domestic violence, KH shall determine whether there is a substantial connection between the adverse information and the fact that the applicant/household member is a victim of domestic violence. If KH

determines that there is such a connection, then KH shall disregard the adverse information (if the perpetrator will not be part of the applicant household).

4. KH shall not require a particular landlord reference or other information, where obtaining such a reference or information will place the applicant, or a member of the applicant's household, at increased risk of harm. In this instance, KH shall allow reasonable alternative forms of verification as determined by KH and shall not ask the applicant to obtain documents not reasonably obtainable, as determined by KH. KH shall, in appropriate instances, permit the applicant to provide photocopies of original documents where originals are unavailable due to the actions of the perpetrator.

5. Criminal activity directly related to domestic violence, dating violence, sexual assault, or stalking engaged in by a member of a tenant's resident household or any guest or other person under the tenant's control shall not be cause for termination of tenancy, or occupancy rights if the tenant or an affiliated individual of the tenant's family is the victim of that domestic violence, dating violence, sexual assault, or stalking.

6. Notwithstanding above sections, KH may bifurcate a lease to evict any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others without evicting, or otherwise penalizing the victim of the violence who is also a tenant or affiliated individual.

7. If a tenant evicted in accordance with paragraph 6 above was the sole tenant eligible to receive assistance, any remaining tenant or affiliated individual will be provided an opportunity to establish eligibility, in accordance with the requirements of the governing policies pertaining to eligibility for a KH housing-assistance program. If no tenant or affiliated individual is eligible for housing assistance, a reasonable time, as defined by HUD, to find new housing will be provided to the remaining tenant or affiliated individual.

8. Nothing in the above sections shall limit the authority of KH, an owner or manager, when notified, to honor court orders addressing rights of access to or control of the property, including civil protection orders issued to protect the victim and issued to address the distribution or possession of property among the resident household members when the family breaks up.

    a. Nothing in the above sections limits KH's authority to evict or terminate assistance to any tenant for any violation of lease or Obligations of the Family not based on acts of violence.

    b. Nothing in above sections limits KH's authority to evict or terminate assistance, or deny admission to a program if KH, owner or manager can show an actual and imminent threat to others if the tenant family is not evicted or terminated from assistance or denied admission.

    c. Nothing in the above sections limits KH's authority to deny admission, terminate assistance, or evict a person who engages in criminal acts including but not limited to acts of physical violence or stalking against family members or others.

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G. Lease Bifurcation

1. KH may remove a household member or lawful occupant form a lease as an eviction, termination of occupancy rights, or termination of assistance.

    a. If the individual engages in criminal activity related to domestic violence, dating violence, sexual assault, or staking.

2. The perpetrator may be removed from the lease and a new lease will be executed with the victim or other eligible household member.

3. This provision does not apply to guests, unreported household members, or anyone who is not a tenant.

4. Eviction, removal, or termination will be done in accordance with applicable state and local laws.

5. When possible, KH will attempt to reach agreement on the mutual termination of the lease.

6. A change in family composition may require a move to another unit of appropriate size.

7. Reasonable time period to establish eligibility:

    a. A remaining family member has to meet statutory requirements for housing assistance, e.g., immigration, age, disability status, etc.

    b. The time period begins on the date of lease bifurcation to establish eligibility or move-out.

        - 90-calendar days or when the lease expires (whichever is earlier) for 2020/811 PRAC & SPRAC whare the household member does not meet age/disability criteria.

        - 30-calendar days to establish immigration status for Section 8, 2020/8, and 236.

        - The period may not apply beyond the expiration of a lease, unless permitted by program regulations.

8. Statutory Limitations that may prevent remaining tenant from establishing eligibility:

    a. Section 202/811 PRAC and SPRAC: Age (for Section 202) and disability (for Section 811). Ineligible tenant may remain in the unit for 90-calendar days or when the lease expires, whichever is first.

    b. Section 202/8: Age or disability; immigration status. Ineligible tenant may remain in the unit for 90-calendar days or when the lease expires, whichever is first; 30-calendar days if immigration status is an eligibility limitation.

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c. Section 221(d)(3)/(d)(5): All residents already meet eligibility.

d. Section 236 (including RAP): Immigration status. Ineligible tenant may remain in the unit for 30-calendar days.

e. Section 8 PBRA and Mod Rehab/SRO: Immigration status. Ineligible tenant may remain in the unit for 30-calendar days.

f. LIHTC: Student Status

H. Adverse Factors

1. KH may consider documentation of adverse factors resulting from being a victim that otherwise deems the individual ineligible.

2. The applicant of tenant must inform KH that he/she is a victim and provide enough information for KH to make a determination regarding the adverse factor.

3. KH may ask for clarification or additional information.

4. KH will make an objectively reasonable determination of whether the adverse factor is a direct result of the applicant or tenant being or having been a victim.

I. Conflicting Evidence

1. Conflicting Evidence:

   a. More than one party may claim victim status.

   b. Requested documentation may contradict initial information provided to KH

   c. KH may request additional documentation (from both parties); it may be the same documentation as discussed earlier.

   d. KH may require a 30-day response time.

   e. KH will review all submitted documentation and make a decision regarding VAWA protections.

   f. When evicting one household member, KH will follow grievance procedures and family break-up policies.

J. Emergency Transfer Plan

1. Keene Housing (KH) allows victims of domestic violence to move or transfer to another available and safe dwelling unit:

   a. Assisted by KH or a KH affiliate;

   b. Assisted by another public housing authority; or

   c. Owned by a firm not affiliated with KH.

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2. The victim or an affiliated individual must request the transfer and the individual must reasonably believe that the victim or other members of the household are in danger of further violence if the household remains in their current location.

    a. In the case of a person who is a victim of sexual assault, the assault must also have occurred on the premises during the 90-days prior the request for transfer.

3. KH cannot approve a VAWA-related transfer request until we can verify the victim's claim of protection under VAWA (see Section D: Certification and Confidentiality).

4. Individuals requesting an emergency transfer under VAWA may be eligible for the following transfers:

    a. For households currently living in any KH owned and managed property:

        - If the individual determines that a transfer to another KH owned and managed property is sufficient for the victim's continued safety, the household will be offered the next available unit for which the household is eligible.

        - If a transfer to another KH owned and managed property is not sufficient for the victim's continued safety or otherwise not practical, KH may provide a tenant-based Housing Choice Voucher (HCV) to the household.

        - HCVs issued under this Emergency Transfer Plan may be used outside of KH's Area of Operation regardless of other program policies or requirements.

    b. Households currently living in Evergreen Knoll may request a Letter of Priority Entitlement (LOPE) from the USDA's Rural Development (RD) Multi- family Housing Department.

        - The LOPE allows households to apply for and receive priority placement on a waitlist at any other RD funded property, regardless of ownership.

        - Evergreen Knoll is KH's only RD Multi-family Housing development.

5. KH will immediately issue a move voucher for households with a MTW tenant- based, Mainstream, or NED HCV.

    a. All move vouchers issued under this Emergency Transfer Plan may be used outside of KH's Area of Operation regardless of program policies or requirements.

6. KH must follow all reasonable confidentiality measures to protect the new dwelling unit's location from the perpetrator of the violence or assault.

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K. Actions Against Perpetrators

1. KH may evict or deny admission to a program or bar a perpetrator from its property under this Policy.

2. The victim shall take action to control or prevent the domestic violence, dating violence, sexual assault, or stalking. Steps taken shall be reasonable to the circumstances of each case and shall not create a risk of harm to the victim. The action may include but is not limited to:

    a. Obtaining and enforcing a restraining or no contact order or order for protection against the perpetrator;

    b. Obtaining and enforcing an order barring the perpetrator from the property;

    c. Enforcing KH or law enforcement's order barring the perpetrator from the property;

    d. Preventing the delivery of the perpetrator's mail to the victim's unit;

    e. Providing identifying information listed in the *Certification and Confidentiality* section, above.; and

    f. Other reasonable measures

3. KH shall take measures to protect the confidentiality of a victim's tenant file from disclosure to a perpetrator once the perpetrator vacates the household.

L. Notice to Applicants and Participant Households

1. KH provides notice to resident households of their rights and obligations under the sections Certification and Confidentiality and Appropriate Basis for Denial of Admission or Tenancy.

2. Such notice shall include the duty of KH to consider mitigating circumstance and requests for VAWA protection under KH's VAWA policy.

3. A Notice of VAWA Rights is posted or included in the following locations:

    a. Lease violation notices,

    b. Eviction notices/voucher termination notices, and

    c. Resident Handbook and other relevant participation household publications.

4. The Notice of Occupancy Rights (form HUD 5380) and Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, and Alternate Documentation (form HUD-5382) are provided;

    a. To applicants with denial of assistance or occupancy

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b. At move-in

c. With notice of eviction or termination of assistance

- Material non-compliance; or
- Criminal activity

d. With Notice of Termination of Assistance

- Failure to respond to recertification
- Failure to move to different sized unit
- Increase of income

M. Reporting Requirements

KH shall include in its Annual Plan a statement of goals, objectives, policies, or programs that will serve the needs of victims. KH shall also include a description of activities, services or programs provided or offered either directly or in partnership with other service providers to victims, to help victims obtain or maintain housing or to prevent the abuse or to enhance the safety of victims.

N. Conflict and Scope

1. This Policy does not enlarge KH's duty under any law, regulation, or ordinance. If this Policy conflicts with the applicable law, regulation or ordinance shall control.

2. If this Policy conflicts with any other KH policy, this Policy will control.

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Keene Housing

Resolution No. 797

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   Approval of Executive Director Travel

2. Date of Board Meeting: June 26, 2025

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners authorizes the Executive Director to travel to Washington D.C. for the 2025 Public Housing Authorities Directors Association (PHADA) Legislative Forum, which runs from September 7, 2025 – September 9, 2025, pursuant to the June 9, 2025 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director.

4. All Backup Attached? Yes X No ☐

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

5. Department Head Approval Signature Amy Wright Date: 6/9/2025

6. Statement of availability of funds by Director of Finance

   Funds Budgeted and Available Yes ☐ No ☐ Source _____

   Director of Finance Approval Signature _____ Date: _____

7. Executive Director Approval Signature _____ Date: 6/9/25

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Amy Wright, Director of Administration
Subject: Executive Director Travel
Date: June 9, 2025

This memorandum recommends that the Keene Housing Board of Commissioners authorizes Executive Director Meehan to travel to Washington D.C. for the 2025 Public Housing Authorities Directors Association (PHADA) Legislative Forum, which runs from September 7, 2025 – September 9, 2025.

The Legislative Forum will provide Executive Director Meehan the opportunity to learn more about the latest on Fiscal Year 2026 HUD appropriations, an expected proposed rule on "mixed status" families, Inspection of Real Estate (NSPIRE) standards, Housing Opportunity Through Modernization Act (HOTMA), and the latest on HUD staff reductions.

Although no arrangements have been made, pending Board approval, the total cost for travel and accommodations is not expected to exceed $3,000.00.

RECOMMENDATION

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

> Resolution: That the Keene Housing Board of Commissioners authorizes the Executive Director to travel to Washington D.C. for the 2025 Public Housing Authorities Directors Association (PHADA) Legislative Forum, which runs from September 7, 2025 – September 9, 2025, pursuant to the June 9, 2025 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director.

Keene Housing

Resolution No.798

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   Approval of a transfer of non-HAP MTW funds to Monadnock Affordable Housing Corporation.

2. Date of Board Meeting: 6/26/2025

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners authorizes the transfer of up to $1,000,000 of eligible non-HAP MTW funds to support the funding of the Roosevelt West project pursuant to the June 10, 2025 Memorandum from Linda Griffin, Director, Finance to Josh Meehan, Executive Director.

4. All Backup Attached?

   Yes XX 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 Director

   Funds Budgeted and Available Yes XX No __ Source MTW

   Finance Director Approval Signature _____ Date: 6/10/2025

7. Executive Director Approval Signature _____ Date: 6/10/2025

Keene Housing

MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Linda Griffin, Finance Director
Subject: Transfer of Eligible non-HAP MTW funds
Date: June 10, 2025

This memorandum recommends that the Keene Housing Board of Commissioners authorize the Executive Director of Keene Housing to transfer up to $1,000,000 of non-HAP MTW funds to Monadnock Affordable Housing Corporation (MAHC) to be used to support funding of the Roosevelt West Project owned by Roosevelt West Housing Associates Limited Partnership and authorize the Executive Director to take such actions deemed necessary to carry out this resolution.

RECOMMENDATION

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

Resolution: That the Keene Housing Board of Commissioners authorizes the transfer of up to $1,000,000 of eligible non-HAP MTW funds to support the funding of the Roosevelt West project.

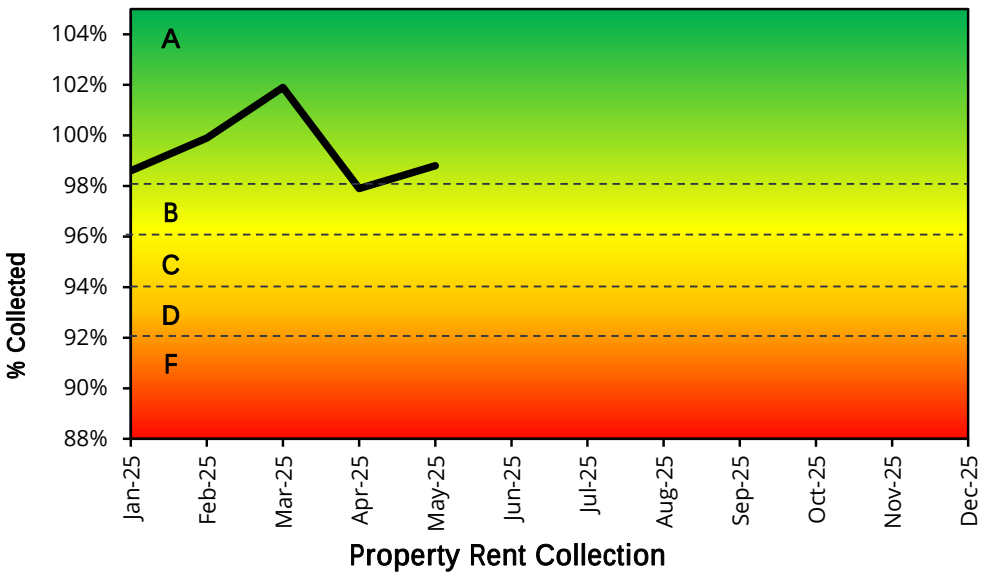
Keene Housing

HOUSING MANAGEMENT REPORT
MAY 2025

Residential Property Rent Collection Report
May 2025

Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$12,919	$12,993	100.6%	A	$64,581	$64,586	100.0%	A
Bennett Block	$6,574	$6,744	102.6%	A	$34,043	$33,105	97.2%	B
Brookbend East	$21,244	$21,478	101.1%	A	$105,753	$105,319	99.6%	A
Brookbend West	$17,581	$17,251	98.1%	A	$86,771	$89,703	103.4%	A
Central Square Terrace	$35,809	$36,104	100.8%	A	$177,847	$177,895	100.0%	A
Cottage Street	$1,426	$1,426	100.0%	A	$4,366	$4,366	100.0%	A
Evergreen Knoll LP	$19,890	$19,703	99.1%	A	$97,771	$98,145	100.4%	A
Forest View	$27,112	$27,413	101.1%	A	$128,552	$129,094	100.4%	A
Hampshire House	$6,482	$6,206	95.7%	C	$27,372	$27,458	100.3%	A
Harper Acres	$53,015	$52,755	99.5%	A	$260,143	$261,044	100.3%	A
Meadow Road Apartments	$12,634	$12,690	100.4%	A	$61,401	$61,820	100.7%	A
North and Gilsum	$23,840	$20,601	86.4%	F	$111,524	$103,734	93.0%	D
Riverbend Apartments	$12,770	$11,879	93.0%	D	$59,202	$58,624	99.0%	A
Scattered Sites	$13,553	$13,904	102.6%	A	$66,600	$67,243	101.0%	A
Scattered Sites 2	$13,077	$13,440	102.8%	A	$65,003	$66,156	101.8%	A
Stone Arch Village Family	$18,225	$17,710	97.2%	B	$91,474	$92,756	101.4%	A
Stone Arch Village Senior	$17,748	$17,808	100.3%	A	$87,910	$87,816	99.9%	A
Totals	**$313,899**	**$310,104**	**98.8%**	A	**$1,530,313**	**$1,528,864**	**99.9%**	A

Active Households Only

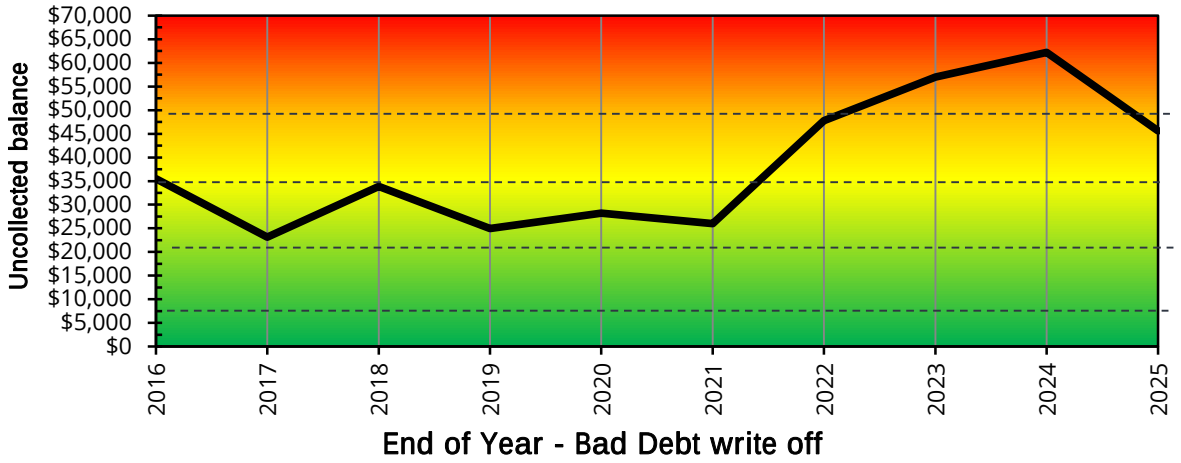


This report compares current tenant's rent billed to rent collected. The percent collected can exceed 100% when back rent is collected. Our goal is to collect at least 98% of rent billed.

Residential Property Uncollected Accounts - Inactive Tenants - Report
May 2025

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	0	$0	$0	$0	$0	$0	$0
Brookbend East	6	($14)	$1,856	$567	$2,493	$8,049	$12,951
Brookbend West	4	($16)	$0	$1,095	$1,493	$6,743	$9,315
Central Square Commercial	1	$0	$0	$0	$0	$1,431	$1,431
Central Square Terrace	1	($64)	$0	$0	$0	$0	($64)
Cottage Street	1	$0	$0	$119	$0	$0	$119
Emerald Street	1	$0	$0	$0	$0	$223	$223
Evergreen Knoll LP	0	$0	$0	$0	$0	$0	$0
Forest View	4	($546)	$1,500	$926	$0	$8,467	$10,347
Hampshire House	4	($51)	$197	$0	$515	$1,030	$1,691
Harper Acres	1	($105)	$295	$295	$0	$0	$485
Meadow Road Apartments	0	$0	$0	$0	$0	$0	$0
North and Gilsum	7	$372	$125	$125	$125	$6,636	$7,383
Riverbend Apartments	1	$55	$554	$0	$0	$0	$609
Scattered Sites	0	$0	$0	$0	$0	$0	$0
Scattered Sites 2	2	$0	($3)	$0	$0	$1,164	$1,161
Stone Arch Village Family	0	$0	$0	$0	$0	$0	$0
Stone Arch Village Senior	0	$0	$0	$0	$0	$0	$0
Totals	**33**	**($369)**	**$4,525**	**$3,127**	**$4,626**	**$33,742**	**$45,650**

Inactive Households Only

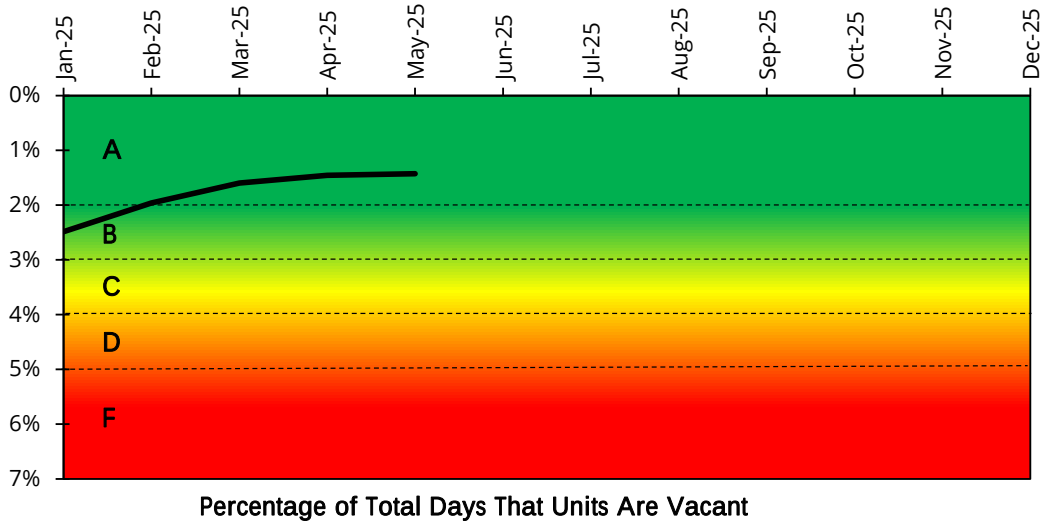


This report tracks the balance that is owed to KH and what remains upaid. Most of these tenants have moved from a KH property and are considered Inactive Tenants.

Monthly Vacancy Report

May 2025

Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	744	0	0.0%	**A**	0.0%	**A**
Bennett Block	14	434	0	0.0%	**A**	1.2%	**A**
Brookbend East	40	1240	25	2.0%	**B**	1.6%	**A**
Brookbend West	35	1085	34	3.1%	**C**	2.6%	**B**
Central Square Terrace	90	2790	5	0.2%	**A**	0.2%	**A**
Cottage Street	3	93	31	33.3%	**F**	12.6%	**F**
Evergreen Knoll LP	32	992	0	0.0%	**A**	0.5%	**A**
Forest View	38	1178	26	2.2%	**B**	1.3%	**A**
Hampshire House	18	558	8	1.4%	**A**	6.0%	**F**
Harper Acres	112	3472	42	1.2%	**A**	1.8%	**A**
Meadow Road Apartments	18	558	0	0.0%	**A**	0.8%	**A**
North and Gilsum	29	899	29	3.2%	**C**	2.4%	**B**
Riverbend Apartments	24	744	31	4.2%	**D**	1.2%	**A**
Scattered Sites	18	558	0	0.0%	**A**	0.6%	**A**
Scattered Sites 2	30	590	1	0.2%	**A**	3.2%	**C**
Stone Arch Village Family	24	744	0	0.0%	**A**	0.0%	**A**
Stone Arch Village Senior	33	1023	0	0.0%	**A**	0.9%	**A**
Report Totals:	**582**	**17,702**	**232**	**1.3%**	**A**	**1.4%**	**A**

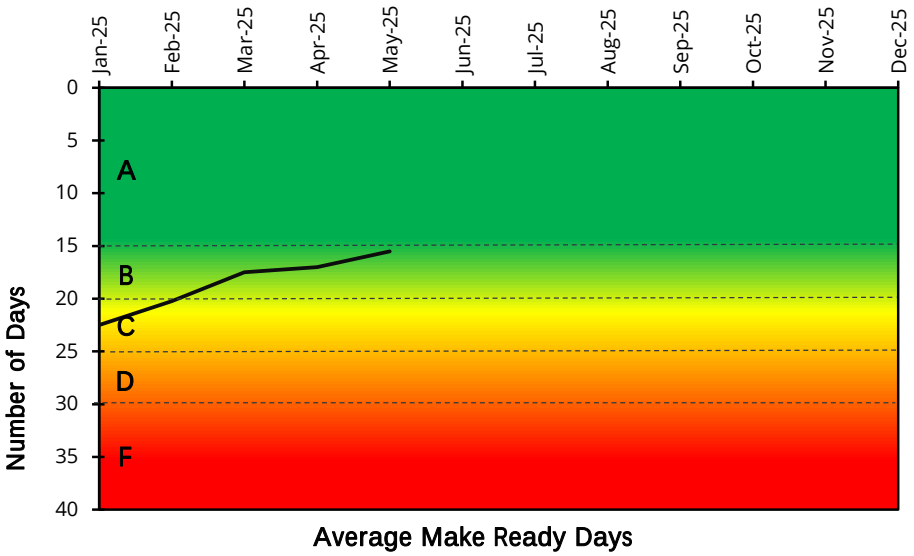


Percentage of Total Days That Units Are Vacant

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
May 2025

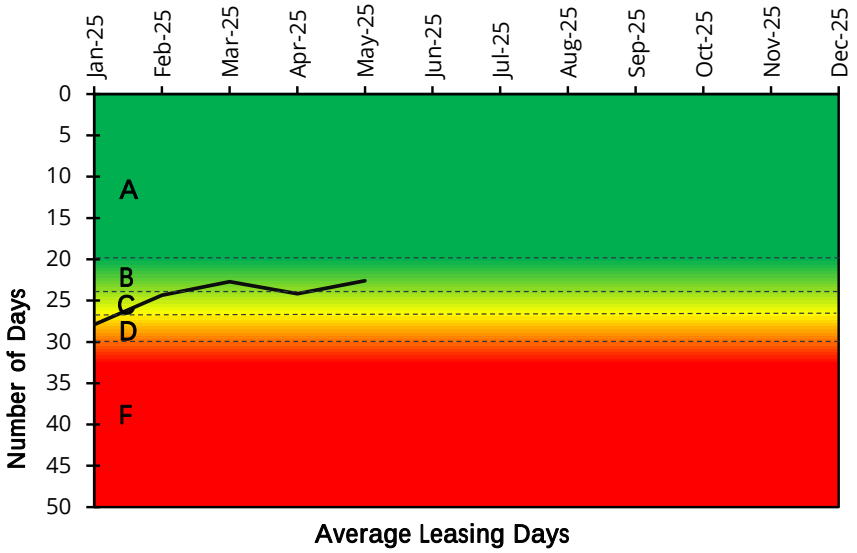
Community	Number of Units Made Ready	Avg. Make Ready Days	YTD Number of Units Made Ready	YTD Avg. Make Ready Days	YTD Grade
Ash Brook Apartments	0	-	0	-	**NONE**
Bennett Block	0	-	2	8	**A**
Brookbend East	1	10	3	14	**A**
Brookbend West	0	-	4	14	**A**
Central Square Terrace	1	3	2	4	**A**
Cottage Street	0	-	1	11	**A**
Evergreen Knoll LP	0	-	1	23	**C**
Forest View	1	9	3	20	**B**
Hampshire House	1	2	4	15	**A**
Harper Acres	0	-	3	13	**A**
Meadow Road Apartments	0	-	1	13	**A**
North and Gilsum	1	21	4	42	**F**
Riverbend Apartments	1	21	2	15	**A**
Scattered Sites	0	-	1	11	**A**
Scattered Sites 2	1	1	3	1	**A**
Stone Arch Village Family	0	-	0	-	**NONE**
Stone Arch Village Senior	0	-	1	12	**A**
Report Totals:	**7**	**10**	**35**	**16**	**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
May 2025

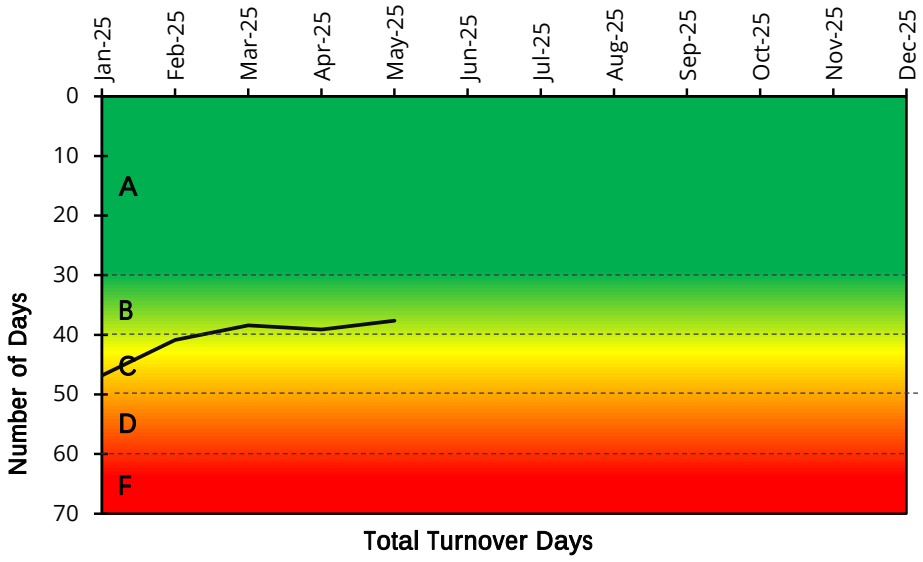
Community	Number of Units Leased	Average Leasing Days	YTD Number of Units Leased	YTD Avg Leasing Days	YTD Grade
Ash Brook Apartments	0	-	0	-	**NONE**
Bennett Block	0	-	2	4	**A**
Brookbend East	0	-	3	40	**F**
Brookbend West	0	-	4	27	**C**
Central Square Terrace	0	-	2	38	**F**
Cottage Street	0	-	1	4	**A**
Evergreen Knoll LP	0	-	1	3	**A**
Forest View	1	5	3	4	**A**
Hampshire House	0	-	3	49	**F**
Harper Acres	0	-	4	26	**C**
Meadow Road Apartments	0	-	1	11	**A**
North and Gilsum	1	10	4	13	**A**
Riverbend Apartments	1	3	2	4	**A**
Scattered Sites	0	-	1	5	**A**
Scattered Sites 2	0	-	2	46	**F**
Stone Arch Village Family	0	-	0	-	**NONE**
Stone Arch Village Senior	0	-	2	24	**B**
Report Totals:	**3**	**6**	**35**	**23**	**B**



This report tracks the number of days the Housing Department 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
May 2025

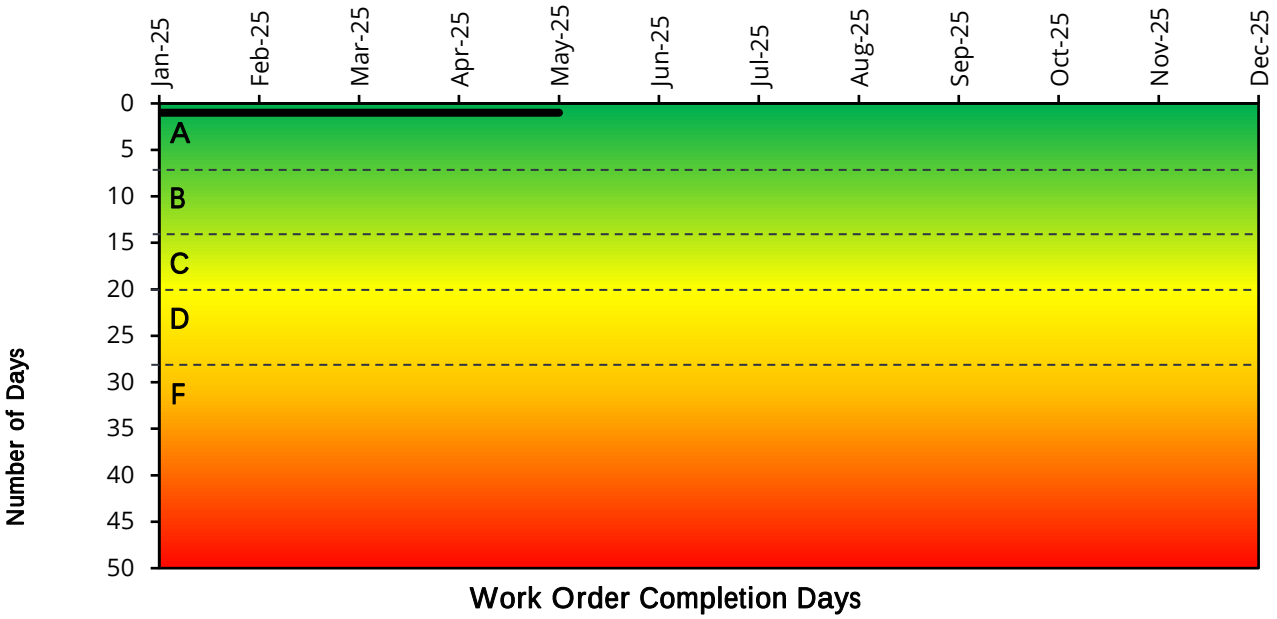
Community	Number of Units Turned in Month	Average Turnover Days	YTD Number of Units Turned	YTD Avg Turnover Days	YTD Grade
Ash Brook Apartments	0	-	0	-	**NONE**
Bennett Block	0	-	2	11	**A**
Brookbend East	0	-	3	51	**D**
Brookbend West	0	-	4	40	**B**
Central Square Terrace	0	-	2	43	**C**
Cottage Street	0	-	1	14	**A**
Evergreen Knoll LP	0	-	1	25	**A**
Forest View	1	13	3	23	**A**
Hampshire House	0	-	3	67	**F**
Harper Acres	0	-	4	35	**B**
Meadow Road Apartments	0	-	1	23	**A**
North and Gilsum	1	30	4	53	**D**
Riverbend Apartments	1	23	2	17	**A**
Scattered Sites	0	-	1	15	**A**
Scattered Sites 2	0	-	2	46	**C**
Stone Arch Village Family	0	-	0	-	**NONE**
Stone Arch Village Senior	0	-	2	38	**B**
Report Totals:	**3**	**22**	**35**	**38**	**B**



This report tracks the number of days it takes to refill a vacant unit, including F&A making the unit ready and the Housing Department 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
May 2025

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	24	1	A	55	1	A
Bennett Block	8	1	A	49	1	A
Brookbend East	14	1	A	101	1	A
Brookbend West	16	0	A	81	1	A
Central Square Terrace	21	0	A	252	1	A
Cottage Street	2	2	A	23	1	A
Emerald Street House	6	1	A	40	1	A
Evergreen Knoll LP	47	1	A	89	1	A
Forest View	38	1	A	156	1	A
Hampshire House	5	1	A	20	1	A
Harper Acres	142	1	A	302	1	A
Keene Housing Main Office	6	1	A	23	1	A
Meadow Road	18	1	A	51	1	A
North and Gilsum	21	1	A	114	1	A
Riverbend Apartments	14	1	A	45	1	A
Scattered Sites	6	1	A	50	1	A
Scattered Sites 2	12	1	A	56	1	A
Stone Arch Village Family	16	1	A	56	1	A
Stone Arch Village Senior	49	1	A	172	1	A
Report Totals:	**465**	**1**	**A**	**1,735**	**1**	**A**



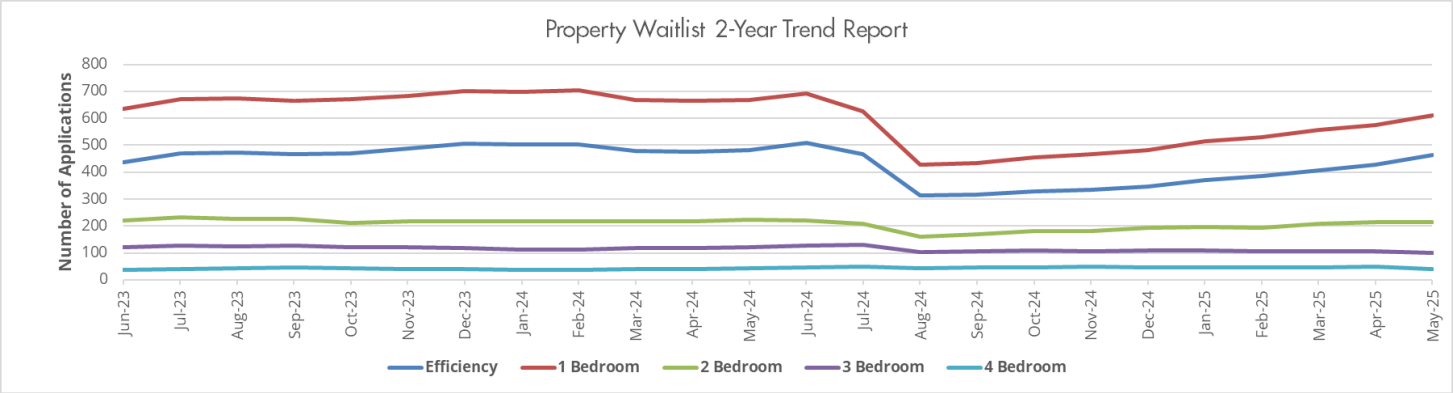
This report tracks the number of days it takes the Facilities and Assets team to complete non-emergency work orders. Our goal is to complete non-emergency work orders in 5 days or less.

Residential Property Emergency Work Order Completion Days
May 2025

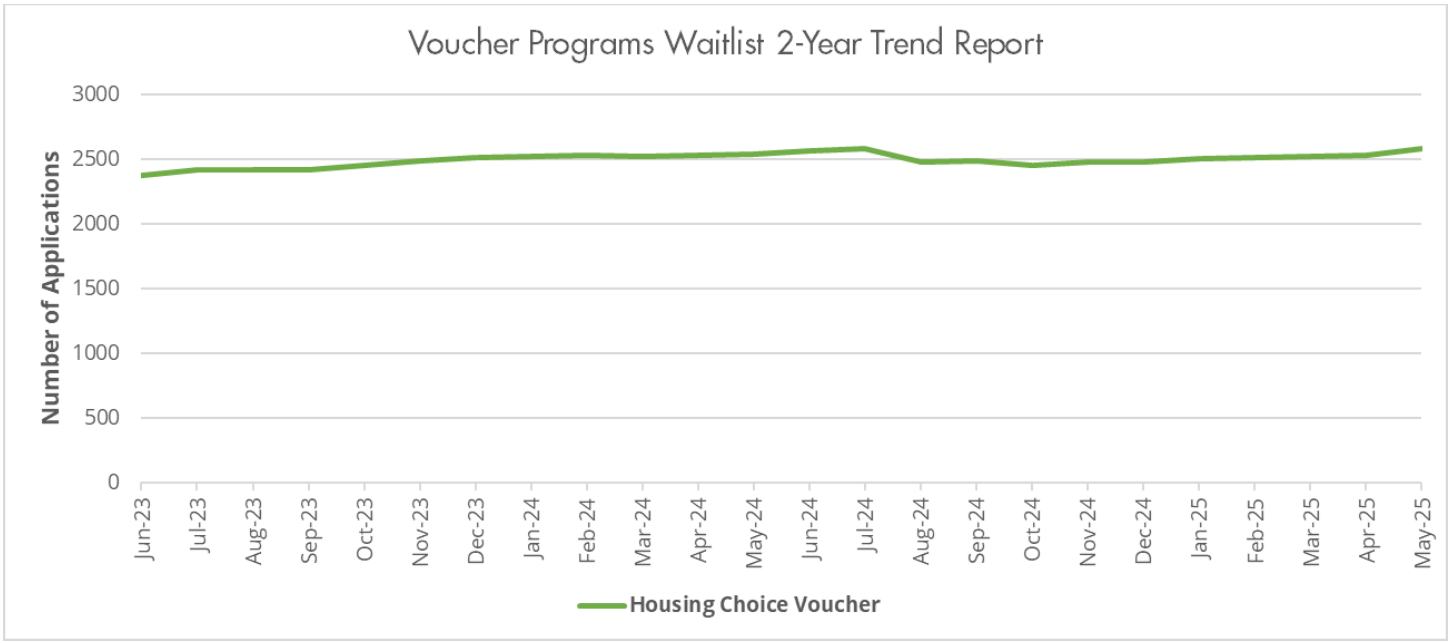
Community	Number of Work Orders	Average Days To Complete	Monthly Grade	YTD Number of Work Orders	YTD Average Days To Complete	YTD Grade
Ash Brook Apartments	1	0	P	7	0	P
Bennett Block	-	-	NONE	3	0	P
Brookbend East	1	0	P	2	0	P
Brookbend West	-	-	NONE	1	0	P
Central Square Terrace	5	0	P	20	0	P
Cottage Street	-	-	NONE	-	-	NONE
Emerald Street House	1	0	P	5	0	P
Evergreen Knoll LP	2	0	P	5	0	P
Forest View	2	0	P	17	0	P
Hampshire House	-	-	NONE	1	0	P
Harper Acres	12	0	P	45	0	P
Keene Housing Main Office	-	-	NONE	-	-	NONE
Meadow Road	-	-	NONE	6	0	P
North and Gilsum	1	0	P	7	0	P
Riverbend Apartments	-	-	NONE	1	0	P
Scattered Sites	-	-	NONE	2	0	P
Scattered Sites 2	-	-	NONE	6	0	P
Stone Arch Village Family	1	0	P	3	0	P
Stone Arch Village Senior	-	-	NONE	8	0	P
Report Totals:	**26**	**0**	**P**	**139**	**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
May 2025



*Waitlist purge completed in August 2024



Keene Housing

VOUCHER PROGRAMS REPORT
MAY 2025

FY 2025 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	$570,440	$461,939	81%	591	$782	95%	619	$402	$108,501
February	$570,440	$458,283	80%	591	$775	95%	619	$120	$112,157
March	$570,440	$473,528	83%	636	$745	103%	619	$461	$96,912
April	$662,080	$473,353	71%	631	$750	102%	619	$253	$188,727
May	$662,084	$469,736	71%	636	$739	103%	619	$280	$192,348
June									
July									
August									
September									
October									
November									
December									
Total	$3,035,484	$2,336,839	77%	3085	$758	100%	3,095	$1,516	$698,645

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	$570,440	$450,157	79%	519	$867	84%	619	$402	$120,283
February	$570,440	$447,392	78%	518	$864	84%	619	$120	$123,048
March	$570,440	$455,616	80%	518	$880	84%	619	$461	$114,824
April	$662,080	$454,048	69%	510	$890	82%	619	$253	$208,032
May	$662,084	$451,113	68%	515	$876	83%	619	$280	$210,971
June									
July									
August									
September									
October									
November									
December									
Total	$3,035,484	$2,258,326	75%	2580	$875	83%	3,095	$1,516	$777,158

Non-Elderly Disabled (NED)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$73,009	$76,198	104%	96	$794	96%	100	$50	($3,189)
February	$73,009	$77,623	106%	98	$792	98%	100	$50	($4,614)
March	$75,127	$81,705	109%	98	$834	98%	100	$7,490	($6,578)
April	$75,127	$81,703	109%	97	$842	97%	100	$50	($6,576)
May	$79,175	$80,951	102%	97	$835	97%	100	$50	($1,776)
June									
July									
August									
September									
October									
November									
December									
Total	$375,447	$398,180	106%	486	$819	97%	500	$7,690	($22,733)

Mainstream (MS)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$77,187	$74,075	96%	89	$832	89%	100	$0	$3,112
February	$77,187	$75,087	97%	91	$825	91%	100	$0	$2,100
March	$76,861	$72,522	94%	92	$788	92%	100	$0	$4,339
April	$76,861	$80,508	105%	96	$839	96%	100	$0	($3,647)
May	$76,589	$78,817	103%	96	$821	96%	100	$100	($2,228)
June									
July									
August									
September									
October									
November									
December									
Total	$384,685	$381,009	99%	464	$821	93%	500	$100	$3,676

Pathways

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$2,834	$2,834	0%	5	$567	42%	12	$0	$0
February	$2,829	$2,829	0%	6	$472	50%	12	$0	$0
March	$2,829	$2,829	0%	7	$404	58%	12	$0	$0
April	$4,919	$4,919	0%	6	$820	50%	12	$0	$0
May	$6,481	$6,481	0%	6	$1,080	50%	12	$0	$0
June									
July									
August									
September									
October									
November									
December									
Total	$19,892	$19,892	0%	30	$668	50%	60	$0	$0

Foster Youth to Independence

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$5,071	$4,068	64%	4	$1,017	80%	5	$0	$2,322
February	$5,071	$4,068	56%	4	$1,017	80%	5	$0	$3,184
March	$5,071	$4,068	62%	4	$1,017	80%	5	$0	$2,518
April	$7,062	$4,068	62%	4	$1,017	80%	5	$0	$2,518
May	$7,058	$4,068	98%	4	$1,017	80%	5	$0	$81
June									
July									
August									
September									
October									
November									
December									
Total	$29,333	$20,340	68%	20	$1,017	80%	25	$0	$10,623

FY25 utilization targets are 98% in NEDs, 98% in MS, 95% in MTW without THASP, and 103% in MTW with THASP.

2024 Summary			
Program	**UMA**	**UML**	**% UML**
NED	1200	1095	91
Mainstream	1200	1035	86
MTW w/THASP	7347	7316	100
MTW w/oTHASP	7347	6473	88

Keene Housing

FINANCE REPORT
MAY 2025

Keene Housing	KEENE HOUSING Consolidated			
	BALANCE SHEET - summary			
	Ending balance as of May 31, 2025	Ending balance as of December 31, 2024	$ Variance Incr / (Decr)	% Variance
ASSETS				
Total Current Assets	29,069,523	27,315,398	1,754,125	6%
Total Fixed Assets	58,121,474	58,127,555	(6,081)	0%
Total Other Assets	1,539,944	1,539,944	0	0%
Total Assets	**$88,730,941**	**$86,982,897**	**$1,748,044**	**2%**
LIABILITIES and EQUITY				
Total Current Liabilities	1,804,903	1,308,915	495,987	27%
Total Long Term Liabilities	31,299,663	31,584,025	(284,362)	-1%
Total Liabilities	**$33,104,565**	**$32,892,940**	**$211,625**	**1%**
Total Equity	**$55,626,376**	**$54,089,957**	**$1,536,419**	**3%**
Total Liabilities & Equity	**$88,730,941**	**$86,982,897**	**$1,748,044**	**2%**

KEENE HOUSING AND COMPONENT UNIT ENTITIES			
Debt Current Ratio	7.70%	9.59%	

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

Keene Housing	KEENE HOUSING Consolidated			
	INCOME STATEMENT			
	Actual	Budget	Variance	
	YTD Activity as of May 31, 2025	YTD Activity as of May 31, 2025	$ Variance (under)/over	% Variance
Total Operating Revenue	11,441,815	10,339,792	1,102,023	10%
Total Operating Expenses	8,212,025	8,612,830	(400,805)	-5%
NET OPERATING INCOME	**$3,229,790**	**$1,726,962**	**1,502,828**	**47%**

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

Non-Operating Expense	Actual	Budget	Variance	
Total Depreciation Expense	$1,231,446	$1,151,450	$79,996	6%

Keene Housing

KEENE HOUSING

INCOME STATEMENT CONSOLIDATED SUMMARY

	Actual	Budget	Variance	
	YTD Activity as of May 31, 2025	YTD Activity as of May 31, 2025	$ Variance (under) / over	% Variance
REVENUE				
Rents/HAP/Subsidy Income	7,941,149	8,288,306	(347,157)	-4%
MTW Non-HAP Income	697,800	277,324	420,476	60%
Vacancy Loss	(102,754)	(53,509)	(49,245)	48%
Admin Fee Income	487,635	530,252	(42,617)	-9%
Managmeent Fees	327,658	318,250	9,408	3%
Interest Income	44,472	53,072	(8,600)	-19%
Partnership/Incentive Fees	505,430	433,542	71,888	14%
Other Income	1,498,169	466,652	1,031,517	69%
Misc Tenant Income	42,256	25,903	16,352	39%
Total Revenue	$ 11,441,815	$ 10,339,792	$ 1,102,023	10%
EXPENSES				
Administrative	518,359	542,494	(24,136)	-5%
Operational	254,546	318,199	(63,652)	-25%
Payroll	1,666,704	1,771,831	(105,127)	-6%
Utilities	668,997	707,967	(38,970)	-6%
Maintenance	824,809	892,759	(67,951)	-8%
Taxes & Insurance	590,344	581,127	9,217	2%
Interest	325,248	348,633	(23,384)	-7%
Partnerships fees	111,162	18,223	92,939	84%
Tenant Programs	119,559	116,956	2,602	2%
HAP	3,132,297	3,314,640	(182,343)	-6%
Total Operating Expenses	$ 8,212,025	$ 8,612,830	$ (400,805)	-5%
NET OPERATING INCOME	**$ 3,229,790**	**$ 1,726,962**	**$ 1,502,828**	**47%**

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 $3.2m, over budget by $1.5m.

OPERATING REVENUES are $11.4m a net increase of $1.1m as compared to the budget of $10.3m.

OPERATING EXPENSES are $8.2m a decrease of $401k as compared to the budget of $8.6m.

REVENUE	VARIANCES for Revenue categories (Less)/Higher than Budget	
Rent/HAP/Subsidy Income	(347,157)	This budget is related to tenant rents, voucher subsidy, commerical rental income and is tracking a lower than budget at this point.
MTW Non-HAP Income	420,476	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 will request reimbursement from HUD for the eligible projects that have been completed. KH has requested $599k in 2025 at this point. The annual budget is $665k to transfer funds out.
Vacancy Loss	(49,245)	The Vacancy Loss is a reduction to revenue (the actuals are higher than the budget then this is a decrease to revenue). KAHP has significant vacancy loss for the five months of $68k which is over budget by $52k, related to units needing Lead Abatement.
Admin Fee Income	(42,617)	HUD Admin Fees are under budget. The Special Purpose Voucher admin fees are over budget by $5k,. MS admin fee is under budget by $22k and the Section 8 admin fees are under budget by $25k (the actuals are based on the actual admin expensed each month).
Interest Income	(8,600)	Interest earned on operations, reserve balances and investment income.
Partnership/Incentive Fees	71,888	All fees to be received and have exceeded the budget by $72k.
Management Fees	9,408	Slightly over budget.
Other Income	1,031,517	Other Income is higher than the budget. MAHC has Grant Income from CDBG/NBRC/Invest NH of $468k which is related to Roosevelt East, and being loaned to Roosevelt East and setup as a accounts receivable. In addition, there was $800k congressional delegeted funds received which is also related to Roosevelt East. There is other grant income coming from NH DOE for solar project for $111k so far.
Misc Tenant Income	16,352	Over budget.
Total Operating Revenue	1,102,023	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	(87,788)	Contracts Development Consultants and Energy services along with Legal and Software are under budget and attributible to timing. These items are expected to be on budget for the year.
Payroll/Benefits	(105,127)	Benefit Expenses are under budget by $51k. Salaries are under budget by $54k, timing.
Utilities	(38,970)	Water & Sewer is under budget by $28k. Fuel is under budget by $7k. Electric is under budget by $4k.
Maintenance	(67,951)	There are maintenance line items that are under budget by $126k . There are also a few maintenance line Items over budget by $58k.
Taxes & Insurance	9,217	Property taxes are over budget by $13k. Insurance are under budget by $4k.
Interest/Taxes/Amort/Investor Fee	69,554	Investor incentive fees are over budget by $96k and Interest expenses are under budget by $35k.
Tenant Programs	2,602	On budget.
HAP	(182,343)	HAP disbursements are under budget in the MTW voucher program by $147k, MS vouchers are under budget by $23k. The NEDs vouchers are under budget by $12k.
Total Operating Expenses	(400,805)	Lower than Budget
Net Variance for Net Income	**$1,502,828**	**Higher than Budget**

*All entities have year end as of 12/31 except CST and BBE are 10/31 year ends.

*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)	81,531	84,158	38,939 Higher Revenue	41,566 Higher Expenses	
Monadnock Affordable (MAHC)	1,735,135	267,330	1,381,080 Higher Revenue	(86,725) Lower Expenses	
Keene Affordable (KAHP)	107,520	413,377	(343,880) Lower Revenue	(38,022) Lower Expenses	
Meadow Road	37,310	25,988	(5,064) Lower Revenue	(16,387) Lower Expenses	
Ash Brook Apartment	58,451	24,241	8,442 Higher Revenue	(25,768) Lower Expenses	
Emerald Street	10,595	11,588	501 Higher Revenue	1,494 Higher Expenses	
Hampshire House	16,647	1,799	961 Higher Revenue	(13,888) Lower Expenses	
Cottage St Apartments	(1,783)	2,745	856 Higher Revenue	5,384 Higher Expenses	
Section 8 Voucher Program (MTW)	450,080	278,353	3,697 Higher Revenue	(168,029) Lower Expenses	
Mainstream Voucher Program	(26,017)	(10,235)	(43,442) Lower Revenue	(27,660) Lower Expenses	
Special Purpose Vouchers (NEDs, AHPP,FYI	(11,017)	(15,359)	(13,338) Lower Revenue	(17,679) Lower Expenses	
Riverbend (and LIHTC)	20,777	30,459	(5,737) Lower Revenue	3,945 Higher Expenses	
TOTALS	$2,479,228	$1,114,444	$1,023,016 Higher Revenue	($341,768) Lower Expenses	
PARTNERSHIPS					
Low Income Tax Credits Properties (LIHTC)					
Evergreen Knoll	41,385	3,743	5,179 Higher Revenue	(32,463) Lower Expenses	
Brookbend West	113,131	95,813	18,156 Higher Revenue	837 Higher Expenses	
Stone Arch Family	(5,303)	27,276	5,135 Higher Revenue	37,714 Higher Expenses	
Stone Arch Senior	23,009	27,423	5,019 Higher Revenue	9,432 Higher Expenses	
LIHTC with 10/31 year ends					
Brookbend East	211,069	165,764	17,436 Higher Revenue	(27,870) Lower Expenses .	
Central Square (multifamily)	367,270	292,500	28,082 Higher Revenue	(46,688) Lower Expenses	
TOTALS	750,562	$612,518	$79,007 Higher Revenue	($59,037) Lower Expenses	
GRAND TOTALS	**3,229,790**	**1,726,962**	**1,102,023 Higher Revenue**	**(400,805) Lower Expenses**	

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

Keene Housing-Active Contracts

Services Provided	Firm	Original Contract Dates	Expiring Contract Date	Contract Extension Options					Status
				2025	2026	2027	2028	2029	
IT Support	True North Networks/Visory	01/1/21-12/31/25	**12/31/2025**	-	-	-	-	-	
Subgrant Agreement (MTW)	Keene Housing Kids Collaborative	01/01/2021-12/31/2023	**12/31/2025**	-	-	-	-	-	
Electrity purchase/REC sales	Competitive Energery Serivces, LLC	1/22/2021-1/21/2026	**01/21/2026**	-	-	-	-	-	
Interpret Support	DT Interpreting	03/10/21-03/10/26	**03/10/2026**	-	-	-	-	-	
Snow Removal	C.M. Minkler	10/01/24-05/01/26	**05/01/2026**	-	-	-	-	-	
Audit Services	Otis Atwell	10/06/21-09/30/23	**09/30/2026**	-	-	-	-	-	
Development Consulting	TAG Associates	10/01/21-09/30/23	**09/30/2026**	-	-	-	-	-	
Development Consulting	Evernorth	10/01/21-09/30/23	**09/30/2026**	-	-	-	-	-	
Janitorial	Jan-Pro Cleaning Systems	06/24/22-06/23/23	**06/23/2027**	-	-	-	-	-	
Environmental Services	LE-Environmental	01/01/22-12/31/23	**12/31/2027**	-	-	-	-	-	
Background Checks software	MRI	01/01/24-12/31/24	**auto renew**	-	-	-	-	-	
Electrity purchase/PPA	Competitive Energery Serivces, LLC	3/1/2024-3/1/2029	**03/01/2029**	-	-	-	-	-	
Laundry Service - Bennet Block	CSC Service Works	07/08/24-07/07/29	**07/07/2029**	-	-	-	-	-	
Laundry Service - SAV Family	CSC Service Works	07/08/24-07/07/29	**07/07/2029**	-	-	-	-	-	
Laundry Service - Evergreen Knoll	CSC Service Works	08/01/2024-08/01/2029	**08/01/2029**	-	-	-	-	-	
Copier/Printer Leases	SymQuest/Konica Minolta	8/30/2024-08/29/2029	**08/29/2029**	-	-	-	-	-	
Elevator Service	Pine State Elevator	3/14/2025-03/13/2030	**03/13/2030**	-	-	-	-	-	
Program Fees from MAHC (KAHP)	Keene Housing Kids Collaborative	01/01/25-12/31/30	**12/31/2030**	-	-	-	-	-	
Program Fees from KH (BBE,BBW,MR,SAVI	Keene Housing Kids Collaborative	01/01/25-12/31/30	**12/31/2030**	-	-	-	-	-	
Construction Contracts managed by architects									
Construction - 25 Pine St.	CK Landmark Construction//stevens & Assoc Architects		**07/31/2025**	-	-	-	-	-	
Construction - School St/Lead abatement	CK Landmark Construction//stevens & Assoc Architects		**08/31/2025**	-	-	-	-	-	
Construction - Roosevelt East	Cheshire Builders/Warrenstreet Architects		**01/31/2026**	-	-	-	-	-	
Construction - Roosevelt West	Cheshire Builders/Warrenstreet Architects		**01/31/2028**	-	-	-	-	-	
Contracts with remaining extensions/renewals options									
Heating/AC/AH	Gary Jackson Heating	09/16/21-09/15/23	**09/15/2025**	1 year renewal	-	-	-	-	
Printing/Binding	Silver Direct	11/01/22-10/31/25	**10/31/2025**	1 year renewal	1 year renewal	-	-	-	

Keene Housing-Active Contracts

Services Provided	Firm	Original Contract Dates	Expiring Contract Date	Contract Extension Options					Status
				2025	2026	2027	2028	2029	
Legal - RE & Landlord/Tenant Law	Bragdon, Dowd & Kossayda	11/01/22-10/31/25	**10/31/2025**	1 year renewal	1 year renewal	-	-	-	
Legal - RE Law & Federal Reg	Ballard Spahr	11/01/22-10/31/25	**10/31/2025**	1 year renewal	1 year renewal	-	-	-	
Legal - RE Law & Federal Reg	Reno Cavanaugh	11/01/22-10/31/25	**10/31/2025**	1 year renewal	1 year renewal	-	-	-	
Legal - RE Law & Federal Reg	Sheehan Phinney Bass & Green	11/01/22-10/31/25	**10/31/2025**	1 year renewal	1 year renewal	-	-	-	
Legal - RE Law & Federal Reg	Hawkins Delafield & Wood	11/01/22-11/30/25	**10/31/2025**	1 year renewal	1 year renewal	-	-	-	
Legal - RE Law & Federal Reg	PretiFlaherty	11/01/22-11/30/25	**10/31/2025**	1 year renewal	1 year renewal	-	-	-	
Legal - Labor & Employment Law	Sheehan Phinney Bass & Green	12/01/22-11/30/25	**11/30/2025**	1 year renewal	1 year renewal	-	-	-	
Lawn Care	AGM Landscaping	04/01/23-11/30/23	**11/30/2025**	2 year renewal	-	-	-	-	
Lawn Care	Arlen Landscaping	04/01/23-11/30/23	**11/30/2025**	2 year renewal	-	-	-	-	
Lawn Care	Homegrown Lawn Garden & Landsca	04/01/23-11/30/23	**11/30/2025**	2 year renewal	-	-	-	-	
Graphic Design	Silver Direct	02/01/24-01/31/26	**01/31/2026**	-	1 year renewal	1 year renewal	1 year renewal	-	
Propane Gas Heating Services	L&G Propane	06/24/22-06/23/25	**04/30/2026**	-	1 year renewal	-	-	-	
Trash Removal	Waste Management	05/01/22-04/30/25	**04/30/2026**	-	1 year renewal	-	-	-	
Electrical Services	Elm City Electric	05/15/22-05/14/25	**05/14/2026**	-	1 year renewal	-	-	-	
Snow Removal	Connecticut Valley Yard Works	10/01/22-05/01/24	**05/30/2026**	-	1 year renewal	-	-	-	
Snow Removal	AGM Landscaping	10/01/22-05/01/24	**05/30/2026**	-	1 year renewal	-	-	-	
Snow Removal	Arlen Landscaping	10/01/22-05/01/24	**05/30/2026**	-	1 year renewal	-	-	-	
Architect/Engineering Services	Stevens & Associates	07/01/24-06/30/26	**06/30/2026**	-	3 year renewal	-	-	-	
Architect/Engineering Services	Warrenstreet Architects	07/01/24-06/30/26	**06/30/2026**	-	3 year renewal	-	-	-	
Architect/Engineering Services	CJ Architects	07/01/24-06/30/26	**06/30/2026**	-	3 year renewal	-	-	-	
Architect/Engineering Services	Banwell Architects	07/01/24-06/30/26	**06/30/2026**	-	3 year renewal	-	-	-	
Admin Support from KH	Keene Housing Kids Collaborative	01/01/25-12/31/26	**12/31/2026**	-	1 year renewal	1 year renewal	1 year renewal	-	
Technical Assistance	Edgemere Consulting	02/01/24-01/31/27	**01/31/2027**	-	-	1 year renewal	1 year renewal	-	
Energy Consulting Services	Weston & Sampson Engineers, Inc.,	02/24/25-02/23/27	**02/23/2027**	-	-	3 year renewal	-	-	
Capital Needs Assessment	Right-Trak Design, Inc	02/10/25-02/09/28	**02/09/2028**	-	-	-	2 year renewal	-	
Laundry Services	Peoples Linen Service, LLC	05/20/25-05/19/28	**5/19/2028**	-	-	-	3 months	-	

JUNE 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 SAVS Bingo	3 SAVS Garden Meeting	4 Brookbend Potato Planting	5 CST & Ash Brook Garden Meetings	6 Bennett Block Garden Meeting	7
8	9 SAVS Bingo Forest View Youth Garden Meeting	10 SAVS Garden Meeting	11 SAVS Walk w/ Ease Workshop	12 CST & Ash Brook Garden Meetings	13 Bennett Block & Meadow Road Garden Meetings	14
15	16 SAVS Bingo Harper Craft Group	17 Strategic Planning Meeting w/ Staff and Commissioners CST Craft Group	18 SAVS Walk w/ Ease Workshop SAVS Craft Group Evergreen Garden Meeting	19 Office Closed Juneteenth	20 Bennett Block Garden Meeting	21
22	23 SAVS Bingo Harper Activities Planning Meeting	24 CST Activities Planning Meeting SAVS Garden Meeting	25 SAVS Walk w/ Ease Workshop SAVS Activities Planning Meeting	26 Board of Commissioners Meeting Bennett Activities Planning Meeting	27 Bennett Block Garden Meeting	28
29	30 SAVS Bingo					

Keene Housing

July 2025

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

Keene Housing