Keene Housing

Keene Housing
Board of Commissioners Meeting
May 21, 2026

Heather Howe, Assistant Property Manager
Volunteer Day at Keene State College's Earth Day Celebration

Meeting Location:

Keene Housing
831 Court Street
Keene, NH 03431

Keene Housing

Board of Commissioners Meeting
Thursday, May 21, 2026
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Keene Housing

BOARD OF COMMISSIONERS MEETING
THURSDAY, MAY 21, 2026
5:30 P.M.
KEENE HOUSING
831 COURT STREET, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the April 23, 2026 Keene Housing Board Meeting Minutes

IV. Executive Director's Report

V. Management Report

VI. Voucher Programs Report

VII. Finance Report

VIII. Old Business

IX. New Business

a. Keene Housing Kids Collaborative Update

b. Approval of Election of Directors and Appointment of Officers (Resolution No. 821)

c. Approval of Executive Director Travel (Resolution No. 822)

d. Approval of Updated Procurement Policy (Resolution No. 823)

e. Approval of Amendment to Moving to Work (MTW) Agreement (Resolution No. 824)

f. Approval of 2nd Amended FY2026 Annual MTW Plan (Resolution No. 825)

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, April 23, 2026

Chairperson Coates called the Keene Housing Board of Commissioners meeting to order at 12:19 p.m. Roll was taken and Chairperson Coates declared a quorum present.

Commissioners in attendance:

Chris Coates, Chairperson
Susan Shaw, Commissioner
Cody Morrison, Commissioner

Absent:

Emily Benson, Vice Chairperson
Amy Lehr, Commissioner

Also in attendance:

Joshua Meehan, Secretary
Linda Griffin, Director of Finance
Amy Wright, Director of Administration
Amy Crocker, Director of Housing
Ellen Wishart, Director of Voucher Programs
Kelly Griffin, Director of Resident Services
Sandy Clark, Director of Facilities and Assets
Brian Scott, Senior Staff Accountant
Dawn Smith, Property Manager
Members of the public

MINUTES:

Chairperson Coates called for approval of the March 19, 2026 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 announced several Keene Housing staff members recently attended the Moving to Work (MTW) conference in Washington, D.C. A highlight of the conference was a presentation by Kelly Griffin on Keene Housing's Homes for School program, delivered in partnership with the Minneapolis Housing Authority, showcasing efforts to support unhoused school-aged children.

Secretary Meehan provided an overview of the President's proposed federal budget and provisions that could significantly impact housing authorities. Of particular concern is a proposed restructuring of the Restore-Rebuild (formerly Faircloth-to-RAD) Program, which is used to support new affordable housing development such as Roosevelt East and West and future projects like Fortune Commons. The proposal could limit future project feasibility by restricting how these units are subsidized. Additionally, the budget proposes that housing authorities not reissue vouchers when participants leave the program, which would reduce overall voucher utilization over time. Secretary Meehan spoke with members of New Hampshire's congressional delegation to communicate concerns.

Roosevelt East construction is nearing completion, and an open house is scheduled for May 28, 2026. The event will include remarks from local and state partners and provide an

opportunity for community members to tour the completed units. Leasing is expected to begin in June.

Secretary Meehan announced Keene Housing was awarded a $500,000 Community Development Block Grant (CDBG) to support the rehabilitation of 657 Marlboro Street as part of the agency's broader lead remediation and scattered-site preservation efforts.

Environmental clearances for Fortune Commons in Jaffrey have been secured, and the project received a $450,000 InvestNH grant. These funds will support site acquisition, utility infrastructure, and reimbursement of permitting costs. The project is expected to move toward closing following local approvals.

Keene Housing, in partnership with Monadnock Economic Development Corporation, has been selected by the Town of Jaffrey to move forward with a mixed-use redevelopment on the former W.W. Cross site. While environmental remediation of the site will take several years, preliminary planning is underway. Secretary Meehan anticipates returning to the Board with a non-binding agreement to formalize its intent to proceed with the Town. The proposed development could include approximately 30–60 housing units, depending on market conditions, funding availability and program constraints.

Secretary Meehan invited Ms. Clark to provide a capital update. Ms. Clark stated lead remediation efforts continue across multiple former Cheshire Housing Trust properties. Work has been completed at 25 Pine Street and 135 Elm Street, while 218 Winchester Street is approximately 75% complete. Additional properties at 228 Winchester Street, 657 Marlboro Street, McKinley Street, and Bassett Court are scheduled for remediation or in planning phases. Ms. Clark noted that the agency is prioritizing full lead abatement rather than encapsulation to permanently eliminate hazards. In addition to lead work, Ms. Clark outlined numerous ongoing capital improvements, including dryer vent cleaning, power washing, asphalt repairs, deck replacements, landscaping upgrades, and window cleaning across the portfolio. HVAC improvements are also underway, including the installation of Mitsubishi units at Harper Acres.

MANAGEMENT REPORT:

Ms. Crocker reviewed the Management Report.

VOUCHER DEPARTMENT REPORT:

Ms. Wishart reviewed the Voucher Department Report.

FINANCE REPORT:

Mr. Scott reviewed the consolidated financial operations and variances to budget.

OLD BUSINESS:

No topics were presented.

NEW BUSINESS:

Approval of Revised Employee Handbook (Resolution No. 819)

The Keene Housing Board of Commissioners adopts the revised Employee Handbook pursuant to the April 10, 2026 memorandum from Amy Wright, Director of Administration to Joshua Meehan, Executive Director. Commissioner Morrison made a motion to approve the resolution. Commissioner Shaw seconded the motion, which upon being put to vote, was passed unanimously.

Approval of Asphalt Repair Project (Resolution No. 820)

The Keene Housing Board of Commissioners authorizes the Executive Director to contract with C.M. Minkler Paving to provide asphalt repair and sealing scope of work for multiple properties in an amount not to exceed $160,000 pursuant to the March 31, 2026 Memorandum from Sandy Clark, Director of Facilities and Assets to Joshua Meehan, Executive Director. Commissioner Shaw made a motion to approve the resolution. Commissioner Morrison seconded the motion, which upon being put to vote, was passed unanimously.

Informational Memo: Safety/Risk Management Report

Ms. Wright reviewed the Safety/Risk Management Report outlined in the Informational Memo dated April 10, 2026.

Resident Services Quarterly Dashboard Report

Ms. Griffin reviewed the January 1, 2026 – March 31, 22026 Resident Services Quarterly Dashboard Report.

Moving to Work (MTW) THRIVE Quarterly Dashboard Report

Ms. Griffin reviewed the January 1, 2026 – March 31, 22026 Resident MTW THRIVE Dashboard Report.

MTW Homes for School Quarterly Dashboard Report

Ms. Griffin reviewed the January 1, 2026 – March 31, 22026 Resident MTW Homes for School Quarterly Dashboard Report.

PUBLIC COMMENT:

A community member asked if there were plans for Keene Housing to build a housing development on Howard Street in Keene. Secretary Meehan stated Keene Housing does not have plans to build on Howard Street and Chairperson Coates shared it is being built by a private investor group.

NON-PUBLIC SESSION:

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

Chairperson Coates suspended the Public Session at 1:02 p.m. on Thursday, April 23, 2026 to convene a Non-Public Session.

Commissioner Shaw made a motion to reconvene Public Session. Commissioner Morrison 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, April 23, 2026 at 1:28 p.m. Chairperson Coates stated the Board of Commissioners voted during non-public session to seal the minutes of that 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, Chairperson Coates adjourned the Board meeting at 1:30 p.m.

5/3/26

Joshua Meehan, Secretary of Keene Housing Board of Commissioners Date

Keene Housing

Resolution No. 821

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   Approval of Election of Directors and Appointment of Officers

2. Date of Board Meeting: May 21, 2026

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners adopts the Election of Directors and Appointment of Officers presented, pursuant to the April 28, 2026 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director.

4. All Backup Attached? Yes X No ☐

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

5. Department Head Approval Signature Amy Wright Date: 4/28/2026

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: 4/28/26

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Amy Wright, Director of Administration
Subject: Election of Directors and Appointment of Officers
Date: April 28, 2026

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

Chairperson: Chris Coates
Vice Chairperson: Emily Benson
Secretary: Joshua Meehan

Commissioners: Chris Coates, Emily Benson, Amy Lehr, Cody Morrison and Susan Shaw

RECOMMENDATION

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

Resolution: That the Keene Housing Board of Commissioners adopts the slate of officers as presented, pursuant to the April 28, 2026 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director.

Keene Housing

Resolution No. 822

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

   Approval of Executive Director Travel

2. Date of Board Meeting: May 21, 2026

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners authorizes Executive Director Meehan to travel to Chicago, IL for the Public Housing Authorities Directors Association (PHADA) 2026 Annual Convention & Exhibition, which runs from June 10, 2026 – June 13, 2026 pursuant to the memorandum dated April 28, 2026 from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director.

4. All Backup Attached? Yes X No ☐

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

5. Department Head Approval Signature Amy Wright Date: 4/28/2026

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: 4/28/26

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Amy Wright, Director of Administration
Subject: Executive Director Travel
Date: April 28, 2026

This memorandum recommends that the Keene Housing Board of Commissioners authorizes Executive Director Meehan to travel to Chicago, IL for the Public Housing Authorities Directors Association (PHADA) 2026 Annual Convention & Exhibition, which runs from June 10, 2026 – June 13, 2026.

This year's PHADA Annual Convention & Exhibition highlights the power of storytelling in affordable housing by focusing not only on why our stories matter, but on how to tell them effectively. Through shared learning, practical strategies, and hands-on approaches, attendees will explore how to use the tools available to amplify the voices of the residents we serve, shape public understanding of affordable housing, and drive meaningful policy change.

Although no arrangements have been made, pending Board approval, the total cost for travel and accommodations is not expected to exceed $3,500.

RECOMMENDATION

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

> **Resolution:** That the Keene Housing Board of Commissioners authorizes Executive Director Meehan to travel to Chicago, IL for the Public Housing Authorities Directors Association (PHADA) 2026 Annual Convention & Exhibition, which runs from June 10, 2026 – June 13, 2026 pursuant to the memorandum dated April 28, 2026 from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director.

Keene Housing

Resolution No. 823

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item: Adoption of Procurement Policy Update

2. Date of Board Meeting: May 21, 2026

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners adopts the revised procurement policy pursuant to the May 12, 2026 Memorandum from Sandy Clark, Director of Facilities and Assets to Joshua Meehan, Executive Director.

4. All Backup Attached? Yes X No ☐

5. Department Head Approval Signature Sandra L Clark Date: 5/12/2026

6. Statement of availability of funds by Director of Finance:

   Funds Budgeted and Available N/A

   Director of Finance Approval Signature _____ Date: 5/12/2026

7. Executive Director Approval Signature _____ Date: 5/12/26

Keene Housing

MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Sandy Clark, Facilities and Asset Director
Subject: Approval of updated Procurement Policy
Date: May 12, 2026

This memorandum recommends that the Board of Commissioners adopt a revised Procurement Policy.

Background:

Keene Housing (KH) engaged Du & Associates to review and update its Procurement Policy, originally approved by the Board of Commissioners in 2016. The review focused on ensuring compliance with Build America, Buy America (BABA) requirements, Davis-Bacon regulations, and any applicable changes to the Code of Federal Regulations.

Du & Associates also evaluated best practices, including addressing challenges in obtaining multiple bids for projects when interested bidders are often limited by the rural nature of KH's Area of Operation. The process included a comprehensive policy review, delivery of a marked-up draft, consultation with Keene Housing staff to incorporate feedback, and preparation of a final report.

Key updates include the following:
2.1B and 2.2A. Micro-purchases of $50,000 or less: only one quotation need be solicited if the price received is considered reasonable and approved by the Executive Director or the Director of Finance. This increased from previous policy of $3,500.

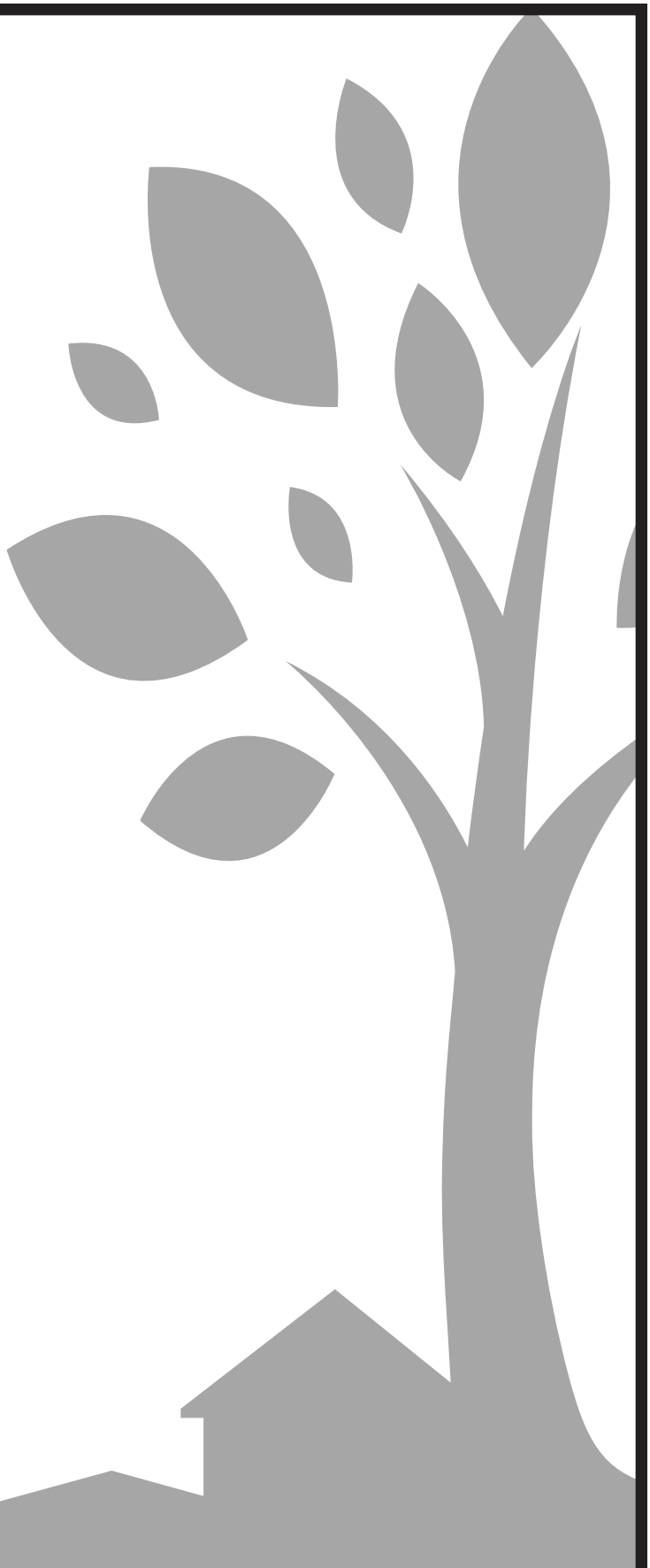
2.1C and 2.2B. Small purchases over $50,000 up to $350,000: no less than three offerors shall be solicited to submit price quotations and approved by the Executive Director. This was increased from previous policy range $10,000 to $150,000.

2.2C Contracts more than $350,000 over the contract period: can only be approved by the Board of Commissioners. This was increased from previous policy of $150,000.

The policy was further revised to align contract clauses with federal requirements, provide a comprehensive definition of covered Davis-Bacon activities, and incorporate US Department of Husing and Urban Development BABA waiver requirements, and Section 3 language in full compliance with federal standards, as well as state and local laws.

RESOLUTION:
That the Keene Housing Board of Commissioners adopts the revised Procurement Policy pursuant to the May 12, 2026 memorandum from Sandy Clark, Director of Facilities and Assets to Joshua Meehan, Executive Director.

Procurement Policy



Keene Housing

Adopted by The Board of Commissioners on May XX, 2026

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PROCUREMENT POLICY
REVISED MAY XX, 2026 - RESOLUTION 823

This Procurement Policy complies with HUD's Annual Contributions Contract (ACC), HUD Handbook 7460.8, REV-3 "Procurement Handbook for Public Housing Agencies," and the procurement standards of 2 CFR 200.317-326.

1.0 GENERAL PROVISIONS

1.1 PURPOSE

The purpose of this Procurement Policy is to provide a procurement system of quality and integrity; to assure that Keene Housing Authority (Keene Housing) and certain affiliated entities referred to in Section 1.2 of this Policy procure supplies, service and construction effectively, efficiently and at the most favorable prices; and to assure that purchasing actions of Keene Housing and such entities are in full compliance with applicable Federal standards, HUD regulations, and State and local laws.

1.2 APPLICATION

This Procurement Policy applies to all contracts for the procurement of supplies, services, and construction entered into by Keene Housing after the effective date of this Policy that involve an expenditure of the following sources of funds:

A. Funds received by Keene Housing from HUD pursuant to Sections 8(o) or 8(q) of the U.S. Housing Act of 1937 and the Amended and Restated Moving-to-Work Agreement dated April 11, 2008 between HUD and Keene Housing.

B. Housing Assistance Payments received by Keene Housing as a property owner pursuant to a Housing Assistance Payments Contract under its Section 8 Project-Based Voucher program.

C. Federal awards (grants) or subawards (subgrants) to Keene Housing, such as a subaward of HOME Investment Partnerships Program (HOME) funds.[1]

D. Housing Choice Voucher (HCV) administrative fees received by Keene Housing.

E. Any fee income derived from HUD program administration by Keene Housing, unless otherwise exempted by written HUD guidance.

This Procurement Policy also applies to all contracts for the procurement of supplies, services, and construction entered into after the effective date of this Policy by each entity listed below that has engaged Keene Housing as its property management or other agent for procuring supplies, services, and construction, but only to the extent that such entity has elected to follow this Policy or specified portions hereof with re-

[1] For Community Development Block Grant (CDBG) funds, Keene Housing adheres to City of Keene guidelines.

spect to one or more sources of funds identified by such entity (each such entity if it has made such election, a "Covered Entity") and the contract involves an expenditure of such funds:

- Brookbend East Housing Associates L.P.

- Brookbend West Housing Associates L.P.

- CST Housing Associates L.P.

- Evergreen Knoll L.P.

- Monadnock Affordable Housing Corporation

- Roosevelt East Housing Associates, L.P.

- Roosevelt West Housing Associates, L.P.

- Stone Arch Village Family Housing Associates L.P.

- Stone Arch Village Senior Housing Associates L.P.

- West Swanzey Affordable Housing Associates L.P.

Nothing in this Policy, however, shall prevent Keene Housing or any Covered Entity from complying with the terms and conditions of any grant, contract, gift, or bequest that is otherwise consistent with law. The term "procurement," as used in this Policy includes both contracts and modifications (including change orders) for construction or services, as well as purchase, lease, or rental of supplies and equipment.

1.3 PUBLIC ACCESS TO PROCUREMENT INFORMATION

Procurement information shall be a matter of public record to the extent provided by State law and shall be available to the public as provided by that law.

1.4 EXECUTIVE DIRECTOR'S RESPONSIBILITIES

The Contracting Officer shall administer all procurement transactions. The Contracting Officer shall be the Executive Director of Keene Housing or any other individual so designated by the Executive Director. Any delegations of contracting authority must be documented in writing. The Contracting Officer shall ensure that the following occur:

A. Procurement requirements are subject to a planning process to assure efficient and economical purchasing;

B. Contracts and modifications are in writing and clearly specify the desired supplies, services, or construction; are supported by sufficient documentation regarding the history of the procurement, including as a minimum the method of procure-

ment chosen, the selection of the contract type, the rationale for selecting or rejecting offers, and the basis for the contract price; and that contracts and modifications are awarded only by employees of Keene Housing (or the applicable Covered Entity) designated in writing as having such authority;

C. For procurements other than small purchases, public notice is given of each upcoming procurement, an adequate time period is provided for preparation and submission of bids or proposals, and notice of contract awards is made available to the public;

D. Solicitation procedures are conducted in full compliance with Federal standards stated in 2 CFR 200.317-326, or State and local laws that are more stringent, provided they are consistent with 2 CFR 200.317-326;

E. An independent cost estimate is prepared before solicitation is issued and is appropriately safeguarded for each procurement above the small purchase limit, and a cost or price analysis is conducted of the responses received for all procurements;

F. Contract award is made to the responsive and responsible bidder offering the lowest price (for sealed bid contracts) or contract award is made to the offeror whose proposal offers the greatest value to Keene Housing (or the applicable Covered Entity) considering price, technical, and other factors as specified in the solicitation (for contracts awarded based on competitive proposals); unsuccessful firms are notified within ten days (or other time period required by State or local law) after contract award;

G. Work is inspected before payment, and payment is made promptly for contract work performed and accepted; and

H. Keene Housing (or the applicable Covered Entity) complies with applicable HUD review requirements and any local procedures supplementing this Policy.

I. This policy and any later changes shall be submitted to the Board of Commissioners for approval. The Board appoints and delegates procurement authority to the Executive Director and is responsible for ensuring that any procurement policies adopted are appropriate for Keene Housing.

1.5 CONTRACTOR RESPONSIBILITY

Procurements shall be conducted only with responsible contractors, i.e., those who have the technical and financial competence to perform and who have a satisfactory record of integrity. Keene Housing (on behalf of itself or the applicable Covered Entity) shall review each proposed contractor's ability to perform the contract successfully, considering factors such as the contractor's integrity (documented verification in the System for Award Management administered by the U.S. General Services Ad-

ministration, including the vendor's Unique Entity Identifier (UEI) and review of the exclusion data for persons or contractors that have been suspended or debarred), compliance with public policy, record of past performance (including contacting previous clients of the contractor, such as other Housing Authorities), and financial and technical resources. Contracts shall not be awarded to debarred, suspended, or ineligible contractors.

1.6 QUALIFIED BIDDER'S LISTS

Interested businesses shall be given an opportunity to be included on a qualified bidder's list. Any pre-qualified lists of persons, firms, or products, which are used in the procurement of supplies and services, shall be kept current and shall include enough qualified sources to ensure competition. Firms shall not be precluded from qualifying during the solicitation period. Solicitation mailing lists of potential contractors shall include, but not be limited to, such pre-qualified contractors.

1.7 COMPETITIVE SPECIFICATIONS

Keene Housing shall seek full and open competition in all of its procurement transactions and those conducted on behalf of a Covered Entity. All specifications shall be drafted so as to promote overall economy for the purpose intended and to encourage competition in satisfying the needs of Keene Housing (or the applicable Covered Entity). Specifications shall be reviewed prior to solicitation to ensure that they are not unduly restrictive or represent unnecessary or duplicative items. Functional or performance specifications are preferred. Detailed product specifications shall be avoided whenever possible. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. For equipment purchases, a lease versus purchase analysis should be performed to determine the most economical form of procurement.

1.8 LIMITATIONS ON COMPETITION

The following specification limitations shall be avoided: geographic restrictions not mandated or encouraged by applicable Federal law (except for architect-engineer contracts, which may include geographic location as a selection factor if adequate competition is available); unnecessary bonding or experience requirements; brand name specifications (unless a written determination is made that only the identified item will satisfy the needs of Keene Housing or the applicable Covered Entity) and brand name or equal specifications (unless they list the minimum essential characteristics and standards to which the item must conform to satisfy its intended use). Nothing in this procurement policy shall preempt any State licensing laws. Specifications shall be scrutinized to ensure that organizational conflicts of interest do not

occur (for example, having a consultant perform a study of the computer needs of Keene Housing or the applicable Covered Entity and then allowing that consultant to compete for the subsequent contract for the computers).

1.9 COOPERATIVE PURCHASING

Keene Housing may enter into State and local intergovernmental agreements to purchase or use common goods and services. The decision to use an intergovernmental agreement or conduct a direct procurement shall be based on economy and efficiency. If used, the intergovernmental agreement shall stipulate who is authorized to purchase on behalf of the participating parties and shall specify inspection, acceptance, termination, payment, and other relevant terms and conditions. Keene Housing shall use Federal or State excess and surplus property instead of purchasing new equipment and property whenever such use is feasible and reduces project costs. The goods or services to be obtained under an intergovernmental agreement must be (or have been) procured in accordance with 2 CFR 200.317-326 (or applicable predecessor regulations).

2.0 PROCUREMENT METHODS

2.1 SMALL PURCHASE PROCEDURES

A. **Conditions for use** - Any contract not exceeding $350,000 over the contract term (hereinafter referred to as the small purchase limit), whether for supplies, construction or services (including, but not limited to, architect-engineer and other professional services), may be made in accordance with the small purchase procedures authorized in this section. Contract requirements shall not be artificially divided so as to constitute a small purchase under this section (except as may be reasonably necessary to comply with Section 5.0 of this Policy).

B. **Micro-purchases of $50,000 or less** - For small purchases of $50,000 or less, only one quotation need be solicited if the price received is considered reasonable. Such purchases must be distributed equitably among qualified sources. If practicable, a quotation shall be solicited from other than the previous source before placing a repeat order.

C. **Small purchases over $50,000** - For small purchases in excess of $50,000 but not exceeding $350,000, no less than three offerors shall be solicited to submit price quotations. These quotes will be obtained in writing, as allowed by State or local laws. The types of quotations that may be solicited include providing specified types of service on an as-needed basis over a defined time period. Award shall be made to the offeror providing the lowest acceptable quotation, unless justified in writing based on price and other specified factors, such as for professional ser-

vices contracts. If non-price selection factors are used, they shall be disclosed to all those solicited. The names, addresses, and/or telephone numbers of the offerors and persons contacted, and the date and amount of each quotation shall be recorded and maintained as a public record (unless otherwise provided in State or local law).

2.2 APPROVAL REQUIREMENTS

A. **Small purchases of $50,000 or less** – Subject to compliance with paragraph B of Section 2.1 above or paragraph C of Section 2.1 above, as applicable, all small purchases up to and including $50,000 shall be approved by the Executive Director or the Director of Finance.

B. **Small purchases in excess of $50,000 but not exceeding $350,000** shall, subject to compliance with paragraph C of Section 2.1 above, be approved by the Executive Director.

C. **Contracts in excess of the small purchase limit** may only be approved by the Board of Commissioners.

2.3 SEALED BIDDING

A. **Conditions for Use** - Contracts in excess of the small purchase limit shall be awarded, and contracts for lesser amounts may be awarded, based on competitive sealed bidding if the following conditions are present: a complete, adequate, and realistic specification or purchase description is available; two or more responsible bidders are willing and able to compete effectively for the work; the procurement lends itself to a firm fixed price contract; and the selection of the successful bidder can be made principally on the basis of price. Sealed bidding is the preferred method for construction procurement. For modernization projects, sealed bidding shall be used for all construction and equipment contracts exceeding the small purchase limit. For professional services contracts, sealed bidding should not be used.

B. **Solicitation and Receipt of Bids** - An invitation for bids shall be issued including specifications and all contractual terms and conditions applicable to the procurement; including a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the requirements of the invitation for bids. The invitation for bids shall state the time and place for both the receipt of bids and the public bid opening. All bids received shall be time-stamped but not opened and shall be stored in a secure place until bid opening. A bidder may withdraw its bid at any time prior to bid opening.

C. **Bid Opening and Award** - Bids shall be opened publicly, an abstract of bids shall be recorded, and the bids shall be available for public inspection. If equal low

bids are received from responsible bidders, award shall be made by drawing lots or similar random method, unless otherwise provided in State or local law and stated in the invitation for bids. If only one responsive bid is received from a responsible bidder, award shall not be made unless a cost or price analysis verifies the reasonableness of the price. Any or all bids may be rejected if there are sound documented reasons.

D. **Mistakes in Bids** -

1. Correction or withdrawal of inadvertently erroneous bids may be permitted, where appropriate, before bid opening by written or telegraphic notice received in the office designated in the invitation for bids prior to the time set for bid opening. After bid opening, corrections in bids shall be permitted only if the bidder can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the bid price actually intended. A low bidder alleging a nonjudgmental mistake may be permitted to withdraw its bid if the mistake is clearly evident on the face of the bid document but the intended bid is unclear or the bidder submits convincing evidence that a mistake was made.

2. All decisions to allow correction or withdrawal of bid mistakes shall be supported by a written determination signed by the Contracting Officer. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of Keene Housing (or the applicable Covered Entity) or fair competition shall be permitted.

3. **Bonds** - In addition to the other requirements of this Policy, the following requirements apply. For construction contracts exceeding $150,000, contractors shall be required to submit the following, unless otherwise required by State or local laws or regulations:

   a. a bid guarantee from each bidder equivalent to 5% of the bid price; and

   b. a performance bond for 100% of the contract price; and

   c. a payment bond for 100% of the contract price.

2.4 COMPETITIVE PROPOSALS

A. **Conditions for Use** - Competitive proposals (including turnkey proposals for development) shall be used for contracts in excess of the small purchase limit, and may be used for contracts for lesser amounts, in each case if Keene Housing (on behalf of itself or the applicable Covered Entity) determines that conditions are not appropriate for the use of sealed bids. An adequate number of qualified sources shall be solicited (normally, at least 3).

B. **Solicitation** - The request for proposals (RFP) shall clearly identify the scope of service (which may be to provide specified types of service on an as-needed basis over a defined time period). A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established before the solicitation is issued. Proposals shall be handled so as to prevent disclosure of the number of offerors, identity of the offerors, and the contents of their proposals. The proposals shall be evaluated only on the criteria stated in the request for proposals.

C. **Negotiations** - Unless there is no need for negotiations with any of the offerors, negotiations shall be conducted with offerors who submit proposals determined to have a reasonable chance of being selected for award, based on evaluation against the technical and price factors as specified in the RFP. Such offerors shall be accorded fair and equal treatment with respect to any opportunity for negotiation and revision of proposals. The purpose of negotiations shall be to seek clarification with regard to and advise offerors of the deficiencies in both the technical and price aspects of their proposals so as to assure full understanding of and conformance to the solicitation requirements. No offeror shall be provided information about any other offeror's proposal, and no offeror shall be assisted in bringing its proposal up to the level of any other proposal. Offerors shall not be directed to reduce their proposed prices to a specific amount in order to be considered for award. A common deadline shall be established for receipt of proposal revisions based on negotiations.

D. **Award** - After evaluation of proposal revisions, if any, the contract shall be awarded to the responsible firm whose qualifications, price and other factors considered are the most advantageous to Keene Housing (or the applicable Covered Entity).

E. **Architect/Engineer Services** - Architect/engineer services in excess of the small purchase limit (or less if required by State or local law) may be obtained by either the competitive proposals method described in paragraphs A through D above or by qualifications-based selection procedures, unless State law mandates a specific method. Sealed bidding, however, shall not be used to obtain architect/engineer services. Under qualifications-based selection procedures, competitors' qualifications are evaluated and the most qualified competitor is selected, subject to the negotiation of fair and reasonable compensation. Price is not used as a selection factor under this method. Qualifications-based selection procedures shall not be used to purchase other types of services even though architect-engineer firms are potential sources.

2.5 NONCOMPETITIVE PROPOSALS

A. **Conditions for Use** - Procurements shall be conducted competitively to the maximum extent possible. Procurement by noncompetitive proposals may be used

only when the award of a contract is not feasible using small purchase procedures, sealed bids, or competitive proposals, and one of the following applies:

1. The item is available only from a single source, based on a good faith review of available sources;

2. An emergency exists that seriously threatens the public health, welfare, or safety; endangers property; or would otherwise cause serious injury to Keene Housing (or the applicable Covered Entity), as may arise by reason of a flood, earthquake, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need cannot be met through any other procurement methods and the emergency procurement shall be limited to those supplies, services, or construction necessary to meet the emergency;

3. After solicitation of a number of sources, competition is determined inadequate.

B. **Justification** - Each procurement based on noncompetitive proposals shall be supported by a written justification for using such procedures. The justification shall be approved in writing by the Executive Director.

C. **Price Reasonableness** - The reasonableness of the price for all procurements based on noncompetitive proposals shall be determined by performing a cost analysis, as described in section 2.6 below.

2.6 COST AND PRICE ANALYSIS

A. **General** - Some form of cost or price analysis shall be performed for all procurement actions, including contract modifications. The method of analysis shall be price analysis (comparison of prices), except when a cost analysis is required as described in (B)(1)(a) below. The degree of analysis shall depend on the facts surrounding each procurement.

B. **Submission of Cost or Pricing Information** - If the procurement is based on noncompetitive proposals, or when only one offer is received, or for other procurements as deemed necessary by Keene Housing (on behalf of itself or the applicable Covered Entity) (e.g., when contracting for architect/engineer services) the offeror shall be required to submit:

1. A cost breakdown showing projected costs and profit;

    a. If an offeror/contractor is required to submit a cost breakdown as part of its proposal, cost analysis shall be performed. When a cost breakdown is submitted a cost analysis shall be performed of the individual cost elements, Keene Housing (on behalf of itself or the applicable Covered Entity)

shall have a right to audit the contractor's books and records pertinent to such costs, and profit shall be analyzed separately. Costs shall be allowable only to the extent that they are consistent with applicable Federal cost principles (for commercial firms, Subpart 31.2 of the Federal Acquisition Regulation, 48 CFR Chapter 1). In establishing profit, Keene Housing (on behalf of itself or the applicable Covered Entity) shall consider factors such as the complexity and risk of the work involved, the contractor's investment and productivity, the amount of subcontracting, the quality of past performance, and industry profit rates in the area for similar work.

2. Commercial pricing and sales information, sufficient to enable Keene Housing (on behalf of itself or the applicable Covered Entity) to verify the reasonableness of the proposed price as a catalog or market price of a commercial product sold in substantial quantities to the general public; or

3. Documentation showing that the offered price is set by law or regulation.

2.7 CANCELLATION OF SOLICITATIONS

An invitation for bids, request for proposals, or other solicitation may be cancelled before offers are due if Keene Housing (or the applicable Covered Entity) no longer requires the supplies, services or construction; Keene Housing (or the applicable Covered Entity) can no longer reasonably expect to fund the procurement; proposed amendments to the solicitation would be of such magnitude that a new solicitation would be desirable; or similar reasons. The reasons for cancellation shall be documented in the procurement file and the reasons for cancellation and/or rejection shall be provided upon request to any offeror solicited.

3.0 TYPES OF CONTRACTS, CLAUSES, AND CONTRACT ADMINISTRATION

3.1 CONTRACT TYPES

Any type of contract which is appropriate to the procurement and which will promote the best interests of Keene Housing (or the applicable Covered Entity) may be used, provided that the cost plus a percentage of cost and percentage of construction cost methods are prohibited. All procurements shall include the clauses and provisions necessary to define the rights and responsibilities of the parties. A cost reimbursement contract shall not be used unless it is likely to be less costly or it is impracticable to satisfy the needs of Keene Housing (or the applicable Covered Entity) otherwise; the proposed contractor's accounting system is adequate to allocate costs in accordance with applicable cost principles; and the contractor is paid only allowable costs. A time and material contract may be used only if a written determination is made that no other contract type is suitable.

3.2 OPTIONS AND TERM OF CONTRACTS

Options for additional quantities or performance periods may be included in contracts, provided that (i) the option is contained in the solicitation; (ii) the option is a unilateral right of Keene Housing (or the applicable Covered Entity); (iii) the contract states a limit on the additional quantities and the overall term of the contract; (iv) the options are evaluated as part of the initial competition; (v) the contract states the period within which the options may be exercised; (vi) the options may be exercised only at the price specified in or reasonably determinable from the contract; and (vii) the options may be exercised only if determined to be more advantageous to Keene Housing (or the applicable Covered Entity) than conducting a new procurement. The overall term of any contract awarded (including any such options for additional performance periods) may not exceed five (5) years without a written determination that no practical alternative exists, and prior approval is granted by the Board.

3.3 CONTRACT CLAUSES

In addition to containing a clause identifying the contract type, all contracts shall include any clauses required by Federal statutes, executive orders, and their implementing regulations, as provided in Appendix II to 2 CFR 200.317-326 or as otherwise required by HUD, such as the following:

A. Remedies for contractor default (contracts in excess of $150,000)

B. Termination for cause and for convenience (contracts in excess of $10,000)

C. C. Equal Employment Opportunity

D. Anti-Kickback Act

E. Davis-Bacon Act (contracts in excess of $2,000)

Applicability:

1. Any development activity with respect to a project containing 9 or more units that are (or will be) assisted under a Housing Assistance Payments Contract with Keene Housing under the Section 8 project-based voucher program.

    a. For this purpose, development activity means construction, prosecution, completion, or repair in accordance with 29 CFR 5.

    b. Development activity does not include routine maintenance of existing equipment or building components that are of a repetitive nature.

2. Any development activity with respect to a project containing 9 or more units if the project receives Section 8 project-based voucher program funds (i.e., funds under Section 8(o) or 8(q) of the U.S. Housing Act of 1937) from Keene Housing in a form other than Housing Assistance Payments pursuant to a Housing

Assistance Payments Contract (e.g., grants or loans) under the authority of Keene Housing's Amended and Restated Moving-to-Work Agreement dated April 11, 2008.

3. Any contract for the construction of 12 or more units of affordable housing, if the units are assisted with funds under the HOME Investment Partnerships Program (HOME) (regardless of whether the HOME funds are used for construction, or for non-construction costs such as property acquisition and architectural and engineering or other professional services).[2]

F. Contract Work Hours and Safety Standards Act

G. Section 3 of the Housing and Urban Development Act of 1968

Applicability: See Sections 5.1(G) and (H) of this Policy

H. Reporting requirements

I. Patent rights

J. Rights in data

K. Examination of records by the U.S. Government Accountability Office, and retention of records for three years from final payment and closeout

L. Clean air and water

M. Energy efficiency standards

N. Value engineering (encouraged but not required)

O. Payment of funds to influence certain Federal transactions (Anti-Lobbying Act)

P. Procurement of recovered materials (when purchasing certain items designated by the EPA, selecting items containing the highest percentage of recycled materials practicable consistent with maintaining a satisfactory level of competition, where the price of the item exceeds $10,000, in accordance with 2 CFR 300.322, to the extent applicable)

Q. Build America Buy America Act (BABA)

The Build America, Buy America Act (BABA) requires that all iron and steel, construction materials, and manufactured products used in federally funded infrastructure projects are produced in the United States as defined in 2 CFR 184.

Keene Housing may request a waiver from HUD if the domestic content procurement preference if (1) a waiver is in the public interest, (2) the types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonable available quantities or satisfactory quality, or (3) the application of the domestic content preference would increase the cost

[2] For Community Development Block Grant (CDBG) funds, Keene Housing adheres to City of Keene guidelines.

of the overall project by more than 25 percent.

HUD general BABA waivers are hereby incorporated by reference and may be located on the HUD.gov website.

3.4 CONTRACT ADMINISTRATION

A contract administration system designed to ensure that contractors perform in accordance with their contracts shall be maintained. The system shall include procedures for inspection of supplies, services, or construction, as well as monitoring contractor performance, status reporting on construction contracts, and similar matters. For cost reimbursement contracts with commercial firms, costs are allowable only to the extent that they are consistent with the cost principles in FAR Subpart 31.2.

4.0 APPEALS AND REMEDIES

4.1 GENERAL

It is Keene Housing's policy to resolve all contractual issues informally at the Keene Housing level, without litigation. Keene Housing will be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to source evaluation, protests, disputes, and claims. Federal agencies will not substitute their judgment for that of Keene Housing unless the matter is primarily a Federal concern. Violations of law will be referred to the Local, State or Federal authorities having proper jurisdiction.

4.2 BID PROTESTS

Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of this Policy. Any protest against a solicitation must be received before the due date for receipt of bids or proposals, and any protest against the award of a contract must be received within ten (10) calendar days after contract award, or the protest will not be considered. All bid protests shall be in writing and submitted to the Contracting Officer or designee, who shall issue a written decision on the matter. The Contracting Officer may, at his or her discretion, suspend the procurement pending resolution of the protest, if warranted by the facts presented. A protester must exhaust all administrative remedies with Keene Housing before pursuing a protest with the Federal agency.

4.3 CONTRACT CLAIMS

All claims by a contractor relating to performance of a contract shall be submitted in writing to the Contracting Officer, or designee, for a written decision. The contractor

may request a conference on the claim. The Contracting Officer's decision shall inform the contractor of its appeal rights to a higher level in Keene Housing, such as a designated Board member.

5.0 ASSISTANCE TO SMALL AND OTHER BUSINESSES AND INDIVIDUALS

5.1 REQUIRED EFFORTS

Consistent with Presidential Executive Orders 11625, 12138, 12432, and Section 3 of the HUD Act of 1968, Keene Housing shall make efforts to ensure that *small businesses, minority-owned businesses, women's business enterprises*, and (in the case of *Section 3 covered contracts) Section 3 business* concerns are used when possible, and to ensure that (for work arising in connection with *Section 3 covered projects*) training and employment opportunities are provided to Section 3 residents. (Terms in *italics* are defined in Section 5.2 below.) Such efforts shall include, but shall not be limited to the following:

A. Including such firms, when qualified, on solicitation mailing lists;

B. Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources

C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;

D. Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;

E. Using the services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce;

F. Including in Section 3 covered contracts in excess of $100,000 the clause set forth in 24 CFR 75(a)(2), including the contractor's agreement to comply with 24 CFR 75.19 (relating to requirements to provide, to the greatest extent feasible, opportunities for training and employment to Section 3 workers and contracts to Section 3 business concerns, in the orders of priority among such residents and concerns provided in 24 CFR 75.

G. Including in other Section 3 covered contracts, to the extent deemed necessary by the Contracting Officer in furtherance of Keene Housing's efforts under 24 CFR 75.27, a clause requiring the contractor, to the greatest extent feasible, to provide opportunities for training and employment for Section 3 residents and contracts to Section 3 business concerns, in the orders of priority among such residents and concerns provided in 24 CFR 75;

H. Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed in A through G above.

5.2 DEFINITIONS

A *small business* is defined as a business that is independently owned, not dominant in its field of operation, and not an affiliate, or subsidiary of a business dominant in its field of operation. The size standards in 13 CFR 121 shall be used, unless Keene Housing determines that their use is inappropriate.

A *minority-owned business* is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to, Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans and Asian Indian Americans, and Hasidic Jewish Americans.

A *women's business enterprise* is defined as a business that is at least 51% owned by a woman or women who are U.S. citizens and who also control or operate the business.

A Section 3 business concern is defined as a business entity (i) that is at least 51 percent owned and controlled by low or very low-income persons, or (ii) over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers, or (iii) is at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

A *Section 3 worker* is defined as any worker who currently fits or when hired (within the last five years) fits at least one of the following categories:

a. The worker's income for the previous or annualized calendar year is below the income limit established by HUD.

b. The worker is employed by a Section 3 business concern

c. The worker is a youth build participant.

A Targeted Section 3 worker is defined as any worker that meets the requirements of a Section 3 worker, and lives in public or Section 8 assisted housing, or lives within a one-mile radius of the project site.

A *Section 3 covered contract* is defined as a contract or subcontract (including a professional service contract) awarded for work generated by the expenditure of funds on, or arising in connection with, a *section 3 covered project.*

- A contract for work not connected in this way to such a project, such as work related to the general administration of Keene Housing's programs or work related to routine maintenance, repair and replacement, is not a *Section 3 covered contract.*

- A contract for materials that does not include their installation is not a *Section 3 covered contract.*

A *Section 3 covered project* is defined as housing rehabilitation, housing construction, and other public construction projects assisted under HUD programs that provide housing and community development financial assistance when the total amount of assistance to the project exceeds a threshold of $200,000.

Housing and community development assistance is defined as any financial assistance provided or otherwise made available through a HUD housing or community development program through any grant, loan, loan guarantee, cooperative agreement, or contract, and includes community development funds in the form of community development block grants, and loans guaranteed under section 108 of the Housing and Community Development Act of 1974, as amended, assistance provided under the Section 8 voucher program. (The HOME Investment Partnerships Program (HOME) is one of such programs. Housing and community development assistance does not include financial assistance provided through a contract of insurance or guaranty.)

- Assistance provided under the Section 8 voucher program includes:

1. Housing Assistance Payments received by a property owner under a Housing Assistance Payments Contract with Keene Housing under the Section 8 voucher program.

2. Keene Housing Section 8 voucher program funds (i.e., funds under Section 8(o) or 8(q) of the U.S. Housing Act of 1937) provided in a form other than Housing Assistance Payments pursuant to a Housing Assistance Payments Contract (e.g., grants or loans) under the authority of Keene Housing's Amended and Restated Moving-to-Work Agreement dated April 11, 2008.

6.0 ETHICS IN PUBLIC CONTRACTING

6.1 GENERAL

The Authority shall adhere to the following code of conduct and shall establish a system of sanctions for violations consistent with applicable State or local law.

6.2 CONFLICT OF INTEREST

No employee, Commissioner or agent of Keene Housing shall participate directly or indirectly in the selection or in the award or administration of any contract to be en-

tered into by Keene Housing if a conflict, real or apparent, would be involved. Such conflict would arise when a financial or other interest in a firm selected for award is held by:

A. An employee, Commissioner, or agent involved in making the award;

B. His/her relative (including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister);

C. His/her partner; or

D. An organization which employs, is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

6.3 ORGANIZATIONAL CONFLICTS OF INTEREST POLICY

As of the date of this Policy, none of Keene Housing's affiliate or subsidiary organizations engage in activities that would make such organization a candidate for providing supplies, services or construction to Keene Housing (other than as a recipient or subrecipient of a grant award or subaward). Accordingly, as of the date of this Policy, it is anticipated that such organizations will not be solicited to, and will not propose to, provide such supplies, services or construction to Keene Housing

6.4 GRATUITIES, KICKBACKS, AND USE OF CONFIDENTIAL INFORMATION

Keene Housing (or Covered Entity) Commissioners (or other officers), employees or agents shall not solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontracts and shall not knowingly use confidential information for actual or anticipated personal gain.

6.5 PROHIBITION AGAINST CONTINGENT FEES

Contractors shall not retain a person to solicit or secure a Keene Housing (or Covered Entity) contract for a commission, percentage, brokerage, or contingent fee, except for bona fide employees or bona fide established commercial selling agencies.

Keene Housing

Resolution No. 824

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item: MTW Agreement 2nd Amendment

2. Date of Board Meeting: May 21, 2026

3. Proposed Board Resolution:

That the Keene Housing Board of Commissioners approves and authorizes the Executive Director to execute the second amendment to the Amended and Restated Moving to Work Agreement between Keene Housing (KH) and the U.S. Department of Housing and Urban Development (HUD) pursuant to the May 12, 2026 memorandum from Joshua Meehan, Executive Director to the Board of Commissioners.

4. All Backup Attached? Yes X No ☐

5. Department Head Approval Signature N/A Date: —

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: 5/12/26

Keene Housing

MEMORANDUM

To: Board of Commissioners
From: Joshua Meehan, Executive Director Director
Subject: Approval of amendment to Moving to Work Agreement
Date: May 12, 2026

This memorandum recommends that the Board of Commissioners approves and authorizes the Executive Director to execute the second amendment to the Amended and Restated Moving to Work Agreement between Keene Housing (KH) and the U.S. Department of Housing and Urban Development (HUD).

Background:

As Roosevelt East nears completion, KH is obligated to execute an amendment to Attachment A of the Amended and Restated Moving to Work Agreement with HUD. The amendment memorializes the methodology HUD will use to fund the new Project Based Vouchers (PBVs) KH will receive for Roosevelt East and any subsequent Restore Rebuild/Rental Assistance Demonstration (RAD) projects.

Of note, the new PBVs will not be funded or renewed at the same rate as the rest of KH's MTW vouchers. Instead the new PBVs will funded at the rate determined in the Notice of Anticipated RAD Rents (NARR) and adjusted each year by a renewal inflation factor and any applicable proration factor. Additionally the administrative fee will be determined each year per HUD's posted administrative fee rates.

Taken together, the funding for these new vouchers is considerably less than the corpus of KH's MTW voucher program. KH will use existing MTW funds to augment the difference between the funding it receives for these new PBVs and the actual Housing Assistance Payment costs for Roosevelt East. This cost was known and accounted for in the 2026 Operating budget as it will be in future years.

Resolution:

That the Keene Housing Board of Commissioners approves and authorizes the Executive Director to execute the second amendment to the Amended and Restated Moving to Work Agreement between Keene Housing (KH) and the U.S. Department of Housing and Urban Development (HUD) pursuant to the May 12, 2026 memorandum from Joshua Meehan, Executive Director to the Board of Commissioners.

Keene Housing

Resolution No. 825

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item: Approval of 2nd Amendment to Fiscal Year 2026 Moving to Work Annual Plan

2. Date of Board Meeting: 5/21/2026

3. Proposed Board Resolution:
That the Keene Housing Board of Commissioners approves and adopts Keene Housing's second amended Fiscal Year 2026 Annual Moving to Work Plan, and further authorizes the Executive Director to make any technical corrections necessary pursuant to the memorandum dated May 14, 2026 from Joshua Meehan, Executive Director, to the Board of Commissioners.

4. All Backup Attached?

Yes X No

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

5. Department Head Approval Signature N/A Date: —

6. Statement of availability of funds by Finance Manager

Funds Budgeted and Available Yes No Source _____

Account #_____

Finance Manager Approval Signature N/A Date: —

7. Executive Director Approval Signature _____ Date: 5/14/2026

Keene Housing

MEMORANDUM

To: Board of Commissioners
From: Joshua Meehan, Executive Director
Subject: 2nd Amended FY2026 Annual MTW Plan Approval
Date: May 14, 2026

This memorandum recommends that the Board of Commissioners resolve to adopt the second amended Fiscal Year 2026 Annual Moving to Work (MTW) Plan.

Background:

At their December 2025 meeting the Board of Commissioners approved the submission of an amended Fiscal Year 2026 Moving to Work Annual Plan to the U.S. Department of Housing and Urban Development (HUD). On March 12, 2026, HUD approved the amended Annual Plan.

After submitting the amended Annual Plan, Keene Housing (KH) learned that HUD may be ending the Restore Rebuild program. The Restore Rebuild program (formerly Faircloth to RAD) is the program that allows KH to convert public housing subsidy to Project Based Vouchers (PBVs) for its newly developed properties like Roosevelt East and Roosevelt West. KH has 168 public housing units remaining "on the shelf" at HUD which can be built and converted to PBVs via Restore Rebuild.

The first step in the Restore Rebuild process is for the Public Housing Authority to reserve available public housing units for development in HUD's Rental Assistance Demonstration (RAD) Resource Desk. Once the units are reserved, they are available to the PHA for development through Restore Rebuild. While we do not know if reserved units will be available when or if Restore Rebuild is ended, KH reserved 120 units across three prospective development projects in an effort to preserve these invaluable housing subsidies. There is no guarantee that HUD will honor these reservations if the program is ended or significantly altered, but it's the best we can do with the limited information available to us at this time.

HUD requires MTW agencies to include proposed RAD projects as well as a RAD Amendment to their MTW Annual Plans. This second amended MTW Annual Plan memorializes KH's intent to build three more Restore Rebuild projects totaling 120 units.

Public Process

Public Comment Period Opened: Monday, April 13th

Public Hearing: May 13th at 5:30pm

Comment Period Closed: Friday, May 13th

There were no attendees at the public hearing, and no written comments were received during the comment period.

Resolution:

That the Keene Housing Board of Commissioners approves and adopts Keene Housing's second amended Fiscal Year 2026 Annual Moving to Work Plan, and further authorizes the Executive Director to make any technical corrections necessary pursuant to the memorandum dated May 14, 2026 from Joshua Meehan, Executive Director, to the Board of Commissioners.

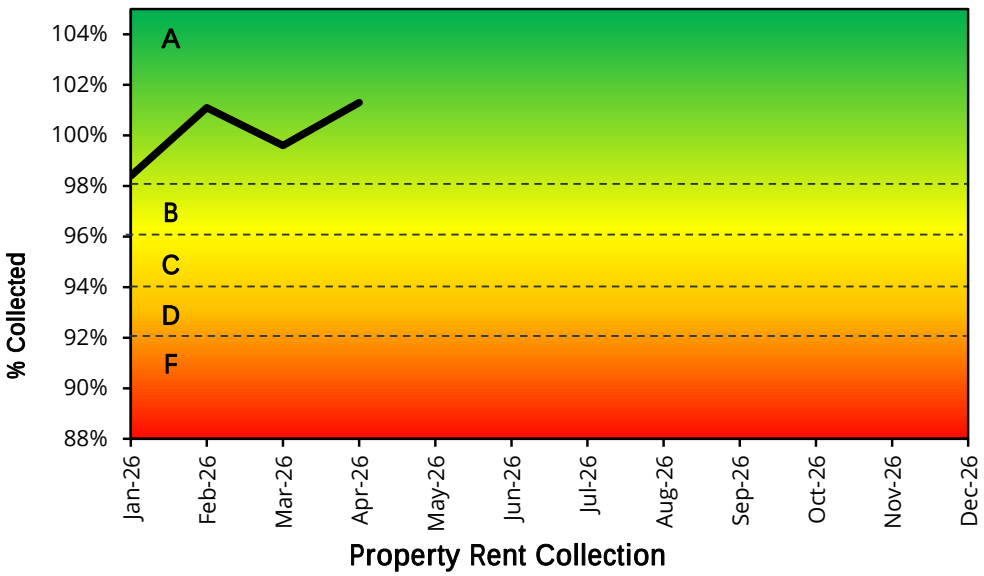
Keene Housing

HOUSING MANAGEMENT REPORT
APRIL 2026

Residential Property Rent Collection Report
April 2026

Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$12,084	$12,084	100.0%	A	$49,588	$50,053	100.9%	A
Bennett Block	$5,616	$5,616	100.0%	A	$21,914	$23,099	105.4%	A
Brookbend East	$21,618	$21,849	101.1%	A	$87,313	$87,532	100.3%	A
Brookbend West	$17,165	$16,637	96.9%	B	$68,384	$70,105	102.5%	A
Central Square Terrace	$36,930	$36,925	100.0%	A	$145,100	$145,580	100.3%	A
Cottage Street	$1,788	$1,788	100.0%	A	$7,734	$7,734	100.0%	A
Evergreen Knoll LP	$22,262	$21,897	98.4%	A	$88,653	$89,772	101.3%	A
Forest View	$29,912	$28,969	96.8%	B	$119,857	$121,802	101.6%	A
Hampshire House	$7,305	$8,370	114.6%	A	$28,701	$27,331	95.2%	C
Harper Acres	$53,190	$53,200	100.0%	A	$207,612	$209,052	100.7%	A
Meadow Road Apartments	$8,277	$8,292	100.2%	A	$36,198	$36,660	101.3%	A
North and Gilsum	$22,799	$22,900	100.4%	A	$86,776	$87,105	100.4%	A
Riverbend Apartments	$15,313	$16,282	106.3%	A	$60,814	$60,450	99.4%	A
Scattered Sites	$14,367	$14,456	100.6%	A	$56,324	$56,416	100.2%	A
Scattered Sites 2	$10,756	$11,817	109.9%	A	$43,246	$42,792	99.0%	A
Stone Arch Village Family	$20,719	$23,014	111.1%	A	$82,972	$84,743	102.1%	A
Stone Arch Village Senior	$18,491	$18,725	101.3%	A	$72,663	$72,983	100.4%	A
Totals	**$318,592**	**$322,821**	**101.3%**	A	**$1,263,849**	**$1,273,209**	**100.7%**	A

Active Households Only

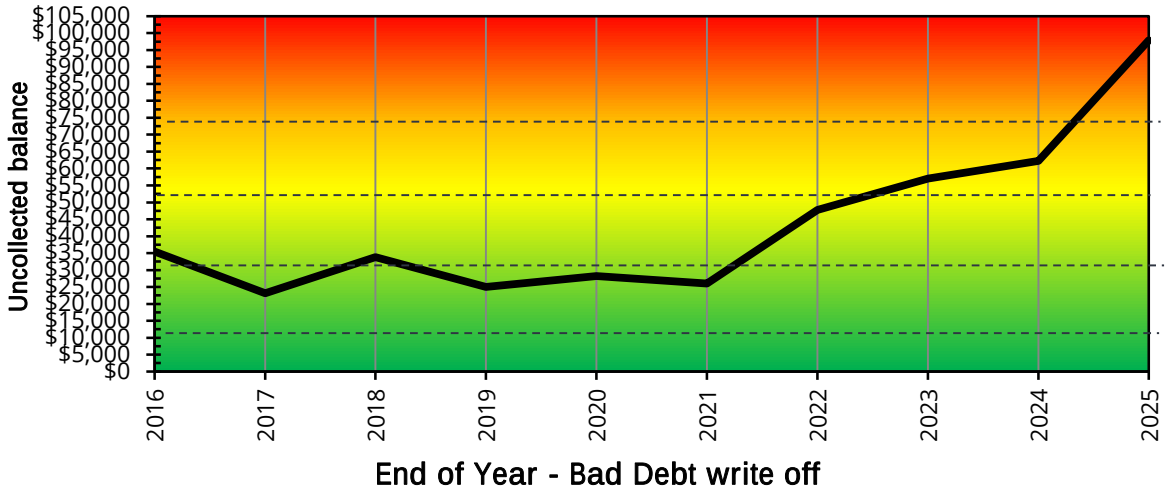


This report compares current tenant's rent billed to rent collected. The percent collected can exceed 100% when back rent is collected. Our goal is to collect at least 98% of rent billed.

Residential Property Uncollected Accounts - Inactive Tenants - Report
April 2026

Community	# of Households	Current	30 days	60 days	90 days	120 days and over	total
Ash Brook Apartments	1	$0	$0	$0	$0	$285	$285
Bennett Block	1	$0	$0	$0	$0	$606	$606
Brookbend East	5	($888)	$2,022	$0	$0	$7,079	$8,213
Brookbend West	1	$0	$0	$5,010	$827	$4,861	$10,698
Central Square Terrace	3	$67	$1,405	$361	$1,258	$2,622	$5,713
Cottage Street	0	$0	$0	$0	$0	$0	$0
Emerald Street	1	$0	$0	$0	$0	$66	$66
Evergreen Knoll LP	0	$0	$0	$0	$0	$0	$0
Forest View	3	$3,630	$77	$1,890	$455	$1,265	$7,317
Hampshire House	0	$0	$0	$0	$0	$0	$0
Harper Acres	3	$0	$0	$0	$0	$191	$191
Meadow Road Apartments	1	$0	$0	$0	$20	$0	$20
North and Gilsum	5	$0	$265	$0	$0	$5,672	$5,937
Riverbend Apartments	1	($468)	$1,404	$1,449	$1,404	$37	$3,826
Scattered Sites	1	$0	$0	$865	$0	$0	$865
Scattered Sites 2	1	$0	$0	$0	$0	$273	$273
Stone Arch Village Family	2	$100	$924	$0	$0	$0	$1,024
Stone Arch Village Senior	0	$0	$0	$0	$0	$0	$0
Totals	**29**	**$2,441**	**$6,097**	**$9,575**	**$3,964**	**$22,956**	**$45,034**

Inactive Households Only

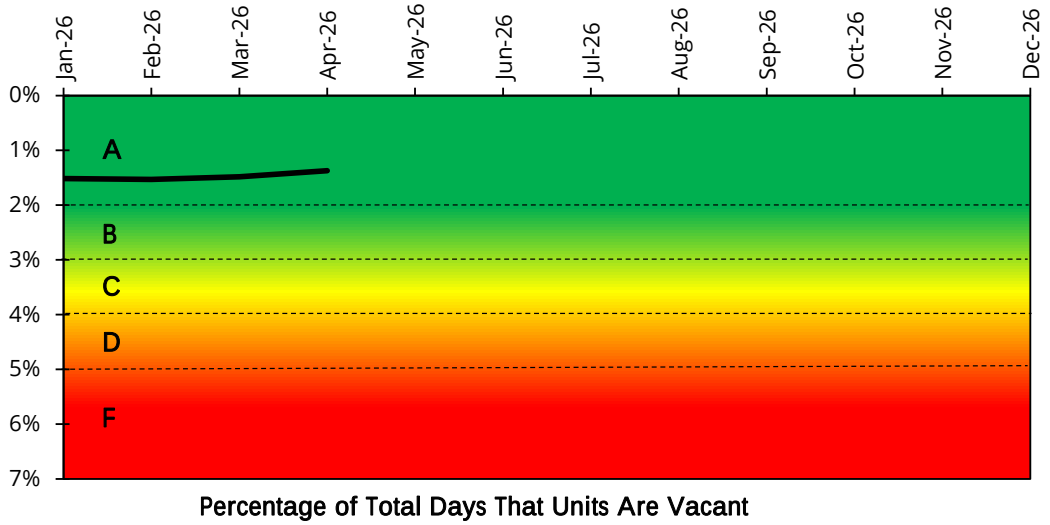


This report tracks the balance that is owed to KH and what remains upaid. Most of these tenants have moved from a KH property and are considered Inactive Tenants.

Monthly Vacancy Report

April 2026

Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	720	0	0.0%	**A**	0.0%	**A**
Bennett Block	14	420	0	0.0%	**A**	2.3%	**B**
Brookbend East	40	1200	15	1.3%	**A**	0.3%	**A**
Brookbend West	35	1050	0	0.0%	**A**	0.9%	**A**
Central Square Terrace	90	2700	0	0.0%	**A**	0.5%	**A**
Cottage Street	3	90	0	0.0%	**A**	0.0%	**A**
Evergreen Knoll LP	32	960	0	0.0%	**A**	0.0%	**A**
Forest View	38	1140	29	2.5%	**B**	1.2%	**A**
Hampshire House	18	540	0	0.0%	**A**	0.0%	**A**
Harper Acres	112	3360	114	3.4%	**C**	3.9%	**C**
Meadow Road Apartments	18	540	0	0.0%	**A**	1.0%	**A**
North and Gilsum	29	870	0	0.0%	**A**	1.3%	**A**
Riverbend Apartments	24	720	10	1.4%	**A**	0.3%	**A**
Scattered Sites	18	540	0	0.0%	**A**	2.7%	**B**
Scattered Sites 2	30	570	0	0.0%	**A**	0.0%	**A**
Stone Arch Village Family	24	720	9	1.3%	**A**	1.6%	**A**
Stone Arch Village Senior	33	990	0	0.0%	**A**	0.8%	**A**
Report Totals:	**582**	**17,130**	**177**	**1.0%**	**A**	**1.4%**	**A**

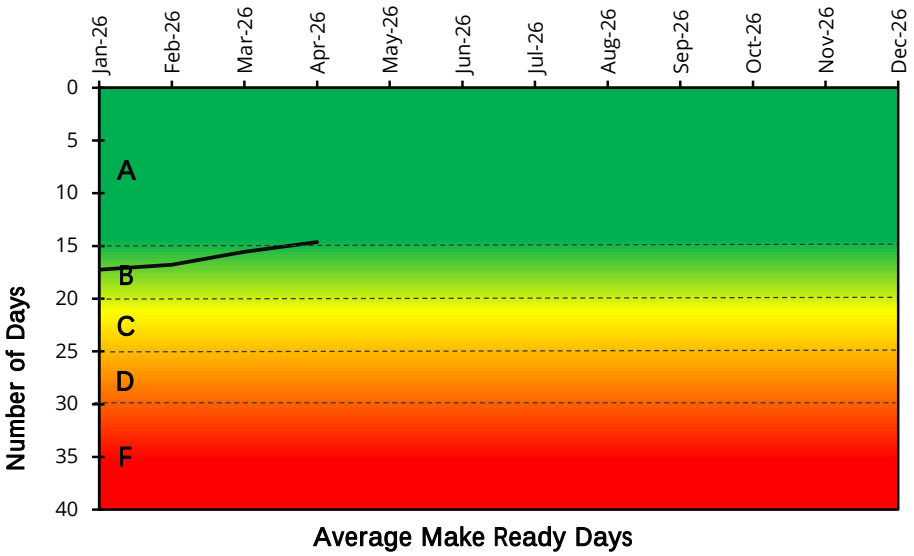


Percentage of Total Days That Units Are Vacant

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
April 2026

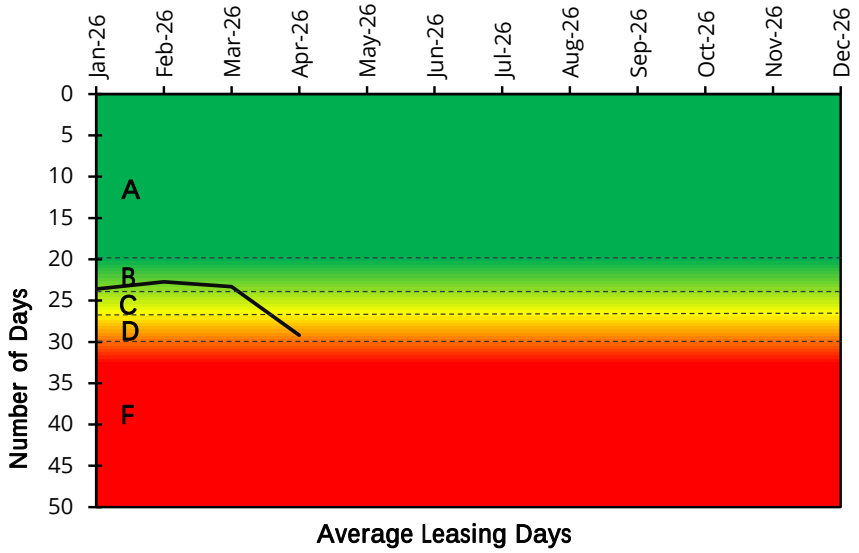
Community	Number of Units Made Ready	Avg. Make Ready Days	YTD Number of Units Made Ready	YTD Avg. Make Ready Days	YTD Grade
Ash Brook Apartments	0	-	0	-	**NONE**
Bennett Block	0	-	1	8	**A**
Brookbend East	1	13	1	13	**A**
Brookbend West	0	-	1	21	**C**
Central Square Terrace	0	-	2	10	**A**
Cottage Street	0	-	0	-	**NONE**
Evergreen Knoll LP	0	-	0	-	**NONE**
Forest View	0	-	1	19	**B**
Hampshire House	0	-	0	-	**NONE**
Harper Acres	1	8	6	18	**B**
Meadow Road Apartments	0	-	1	29	**D**
North and Gilsum	0	-	1	11	**A**
Riverbend Apartments	1	8	1	8	**A**
Scattered Sites	0	-	1	17	**B**
Scattered Sites 2	0	-	0	-	**NONE**
Stone Arch Village Family	0	-	1	19	**B**
Stone Arch Village Senior	0	-	2	3	**A**
Report Totals:	**3**	**10**	**19**	**15**	**A**



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

Leasing Days
April 2026

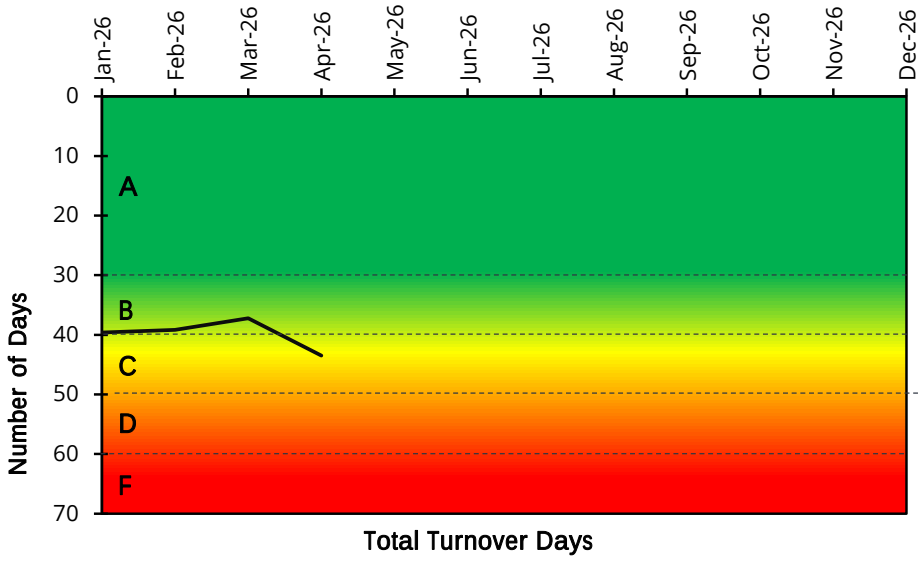
Community	Number of Units Leased	Average Leasing Days	YTD Number of Units Leased	YTD Avg Leasing Days	YTD Grade
Ash Brook Apartments	0	-	0	-	**NONE**
Bennett Block	0	-	2	38	**F**
Brookbend East	0	-	0	-	**NONE**
Brookbend West	0	-	1	11	**A**
Central Square Terrace	0	-	2	19	**A**
Cottage Street	0	-	0	-	**NONE**
Evergreen Knoll LP	0	-	1	16	**A**
Forest View	0	-	1	1	**A**
Hampshire House	0	-	0	-	**NONE**
Harper Acres	2	84	6	52	**F**
Meadow Road Apartments	0	-	1	12	**A**
North and Gilsum	0	-	2	26	**C**
Riverbend Apartments	0	-	0	-	**NONE**
Scattered Sites	0	-	2	23	**B**
Scattered Sites 2	0	-	0	-	**NONE**
Stone Arch Village Family	1	25	1	25	**C**
Stone Arch Village Senior	0	-	2	14	**A**
Report Totals:	**3**	**64**	**21**	**29**	**D**



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
April 2026

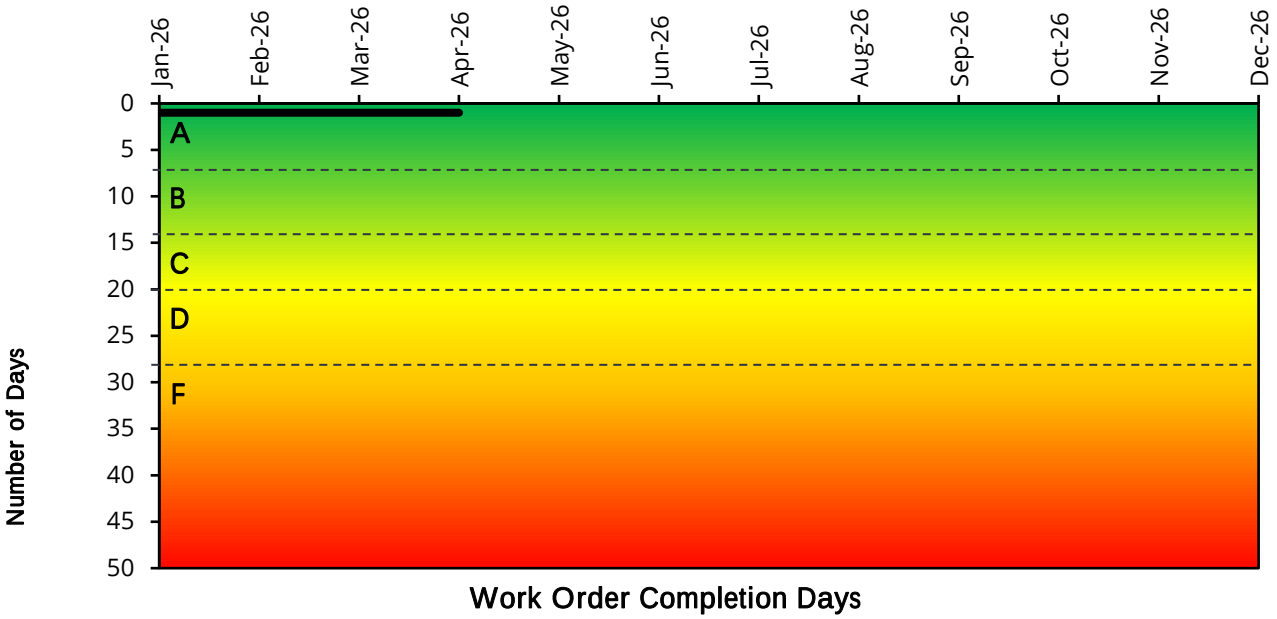
Community	Number of Units Turned in Month	Average Turnover Days	YTD Number of Units Turned	YTD Avg Turnover Days	YTD Grade
Ash Brook Apartments	0	-	0	-	**NONE**
Bennett Block	0	-	2	43	**C**
Brookbend East	0	-	0	-	**NONE**
Brookbend West	0	-	1	31	**B**
Central Square Terrace	0	-	2	27	**A**
Cottage Street	0	-	0	-	**NONE**
Evergreen Knoll LP	0	-	1	23	**A**
Forest View	0	-	1	19	**A**
Hampshire House	0	-	0	-	**NONE**
Harper Acres	2	100	6	68	**F**
Meadow Road Apartments	0	-	1	40	**B**
North and Gilsum	0	-	2	47	**C**
Riverbend Apartments	0	-	0	-	**NONE**
Scattered Sites	0	-	2	42	**C**
Scattered Sites 2	0	-	0	-	**NONE**
Stone Arch Village Family	1	43	1	43	**C**
Stone Arch Village Senior	0	-	2	16	**A**
Report Totals:	**3**	**81**	**21**	**43**	**C**



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
April 2026

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	13	0	A	36	1	A
Bennett Block	12	0	A	52	1	A
Brookbend East	17	1	A	54	1	A
Brookbend West	16	0	A	45	1	A
Central Square Terrace	36	0	A	220	1	A
Cottage Street	1	0	A	4	1	A
Emerald Street House	3	0	A	26	0	A
Evergreen Knoll LP	9	0	A	32	0	A
Forest View	14	1	A	82	1	A
Hampshire House	1	1	A	14	1	A
Harper Acres	65	1	A	200	1	A
Keene Housing Main Office	5	0	A	19	1	A
Meadow Road	9	1	A	29	1	A
North and Gilsum	19	0	A	98	1	A
Riverbend Apartments	7	1	A	35	1	A
Scattered Sites	10	1	A	45	1	A
Scattered Sites 2	7	1	A	48	1	A
Stone Arch Village Family	14	0	A	55	0	A
Stone Arch Village Senior	37	1	A	144	1	A
Report Totals:	**295**	**1**	**A**	**1,238**	**1**	**A**



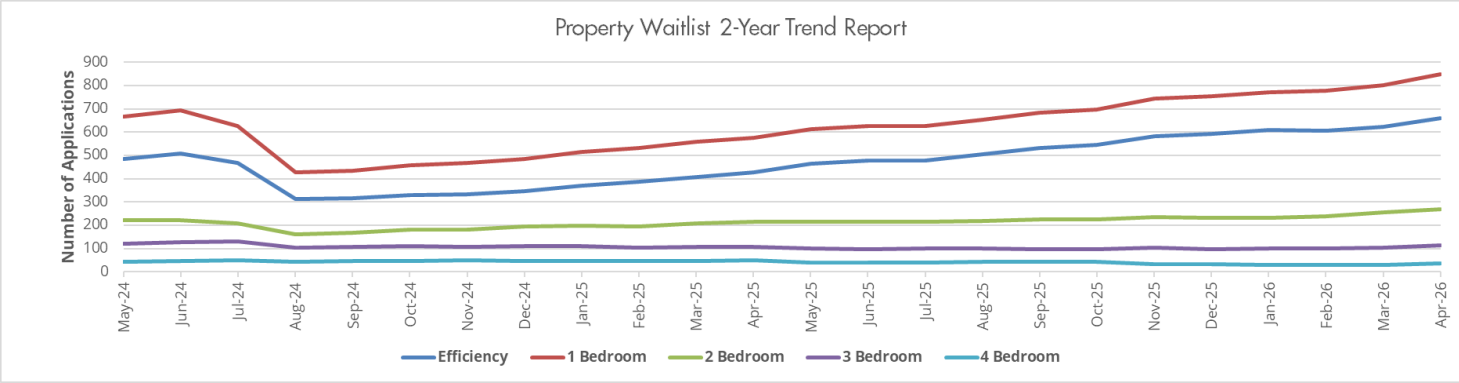
This report tracks the number of days it takes the Facilities and Assets team to complete non-emergency work orders. Our goal is to complete non-emergency work orders in 5 days or less.

Residential Property Emergency Work Order Completion Days
April 2026

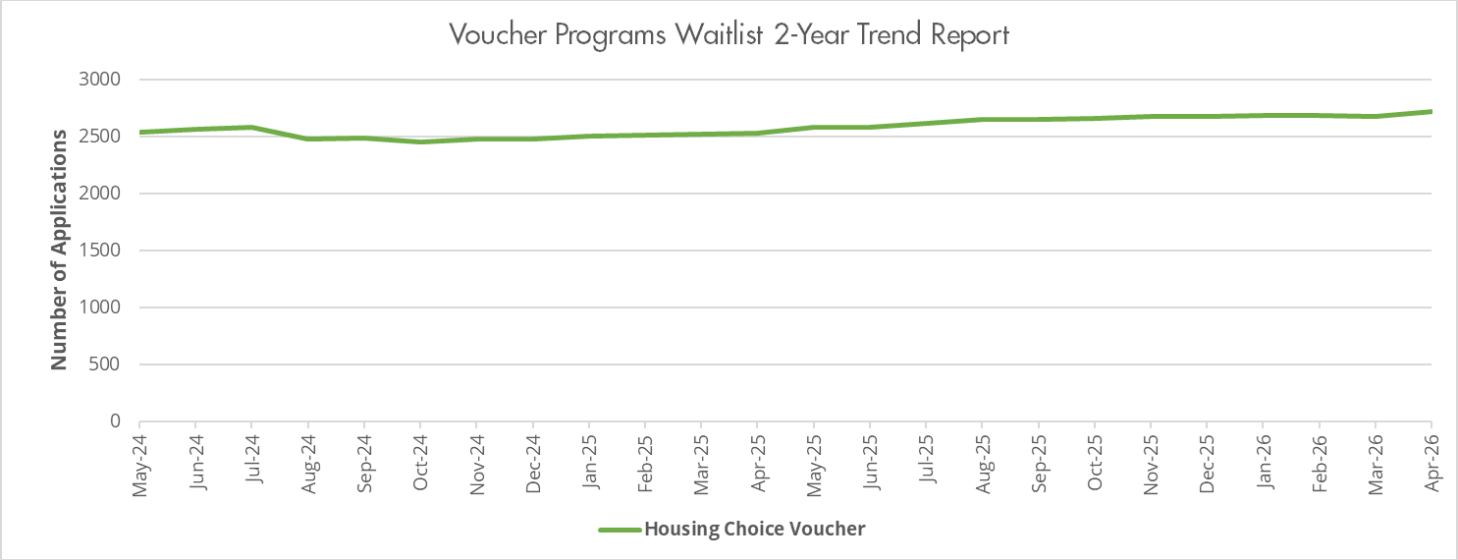
Community	Number of Work Orders	Average Days To Complete	Monthly Grade	YTD Number of Work Orders	YTD Average Days To Complete	YTD Grade
Ash Brook Apartments	3	0	P	6	0	P
Bennett Block	-	-	NONE	5	0	P
Brookbend East	1	0	P	6	0	P
Brookbend West	1	0	P	3	0	P
Central Square Terrace	6	0	P	21	0	P
Cottage Street	-	-	NONE	2	0	P
Emerald Street House	-	-	NONE	2	0	P
Evergreen Knoll LP	1	0	P	8	0	P
Forest View	1	0	P	13	0	P
Hampshire House	-	-	NONE	1	0	P
Harper Acres	9	0	P	37	0	P
Keene Housing Main Office	-	-	NONE	-	-	NONE
Meadow Road	1	0	P	7	0	P
North and Gilsum	6	0	P	14	0	P
Riverbend Apartments	1	0	P	7	0	P
Scattered Sites	1	0	P	5	0	P
Scattered Sites 2	-	-	NONE	5	0	P
Stone Arch Village Family	1	0	P	8	0	P
Stone Arch Village Senior	2	0	P	15	0	P
Report Totals:	**34**	**0**	**P**	**165**	**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
April 2026



*Waitlist purge completed in August 2024



Keene Housing

VOUCHER PROGRAMS REPORT
APRIL 2026

FY 2026 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	$639,173	$482,771	76%	629	$768	102%	619	$279	$156,402
February	$639,173	$474,739	74%	620	$766	100%	619	$189	$164,434
March	$639,173	$478,812	75%	647	$740	105%	619	$234	$160,361
April	$802,403	$485,496	61%	646	$752	104%	619	$243	$316,907
May									
June									
July									
August									
September									
October									
November									
December									
Total	$2,719,922	$1,921,818	71%	2542	$756	103%	2,476	$945	$798,104

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	$639,173	$464,839	73%	515	$903	83%	619	$279	$174,334
February	$639,173	$456,613	71%	500	$913	81%	619	$189	$182,560
March	$639,173	$459,469	72%	524	$877	85%	619	$189	$179,704
April	$802,403	$466,396	58%	542	$861	88%	619	$189	$336,007
May									
June									
July									
August									
September									
October									
November									
December									
Total	$2,719,922	$1,847,317	69%	2081	$888	84%	2,476	$846	$872,605

Non-Elderly Disabled (NED)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$80,533	$79,512	99%	95	$837	95%	100	$50	$1,021
February	$80,533	$79,753	99%	96	$831	96%	100	$1,970	$780
March	$86,577	$78,587	91%	98	$802	98%	100	$50	$7,990
April	$80,093	$78,124	98%	97	$805	97%	100	$0	$1,969
May									
June									
July									
August									
September									
October									
November									
December									
Total	$327,736	$315,976	97%	386	$819	97%	400	$2,070	$11,760

Mainstream (MS)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$87,070	$74,790	86%	92	$813	92%	100	$0	$12,280
February	$68,240	$77,947	114%	96	$812	96%	100	$200	($9,707)
March	$79,725	$82,420	103%	94	$877	94%	100	$200	($2,695)
April	$78,407	$80,637	103%	96	$840	96%	100	$0	($2,230)
May									
June									
July									
August									
September									
October									
November									
December									
Total	$313,442	$315,794	102%	378	$835	95%	400	$400	($2,352)

Pathways

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$5,759	$5,759	0%	5	$1,152	42%	12	$0	$0
February	$5,387	$5,387	0%	5	$1,077	42%	12	$0	$0
March	$6,244	$6,244	0%	5	$1,249	42%	12	$0	$0
April	$6,244	$6,244	0%	5	$1,249	42%	12	$0	$0
May									
June									
July									
August									
September									
October									
November									
December									
Total	$23,634	$23,634	0%	20	$1,182	42%	48	$0	$0

Foster Youth to Independence

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$6,562	$3,871	151%	3	$1,290	60%	5	$0	($1,303)
February	$6,562	$5,134	200%	4	$1,284	80%	5	$0	($2,566)
March	$6,652	$5,648	166%	5	$1,130	100%	5	$0	($2,242)
April	$3,602	$6,130	180%	5	$1,226	100%	5	$0	($2,724)
May									
June									
July									
August									
September									
October									
November									
December									
Total	$23,378	$20,783	174%	17	$1,232	85%	20	$0	($8,835)

Homes for School

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$15,812	$15,812	0%	13	$1,216	65%	20	$0	$0
February	$13,635	$13,635	0%	13	$1,049	65%	20	$0	$0
March	$12,206	$12,206	0%	12	$1,017	60%	20	$0	$0
April	$13,259	$13,259	0%	12	$1,105	60%	20	$0	$0
May									
June									
July									
August									
September									
October									
November									
December									
Total	$54,912	$54,912	0%	50	$1,097	63%	80	$0	$0

FY26 utilization targets are 98% in NEDs, 98% in MS, 95% in MTW without THASP, and 103% in MTW with THASP.

2025 Summary			
Program	**UMA**	**UML**	**% UML**
NED	1200	1153	96
Mainstream	1200	1126	94
MTW w/THASP	7428	7499	101
MTW w/oTHASP	7428	6194	83

Keene Housing

FINANCE REPORT
APRIL 2026

KEENE HOUSING Consolidated			
BALANCE SHEET - summary			
Ending balance as of April 30, 2026	Ending balance as of December 31, 2025	$ Variance Incr / (Decr)	% Variance
ASSETS			
Total Current Assets	30,923,352	30,373,579	549,774	2%
Total Fixed Assets	57,002,491	57,160,121	(157,630)	0%
Total Other Assets	1,517,600	1,517,600	0	0%
Total Assets	**$89,443,443**	**$89,051,299**	**$392,144**	**0%**
LIABILITIES and EQUITY			
Total Current Liabilities	2,029,630	1,594,487	435,143	21%
Total Long Term Liabilities	30,611,271	30,823,232	(211,961)	-1%
Total Liabilities	**$32,640,901**	**$32,417,719**	**$223,182**	**1%**
Total Equity	**$56,802,542**	**$56,633,580**	**$168,961**	**0%**
Total Liabilities & Equity	**$89,443,443**	**$89,051,299**	**$392,144**	**0%**

KEENE HOUSING AND COMPONENT UNIT ENTITIES			
Debt Current Ratio	6.9	9.1	

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 April 30, 2026	YTD Activity as of April 30, 2026	$ Variance (under)/over	% Variance
Total Operating Revenue	8,982,518	9,639,277	(656,759)	-7%
Total Operating Expenses	6,951,656	7,503,279	(551,623)	-8%
NET OPERATING INCOME	**$2,030,861**	**$2,135,997**	**(105,136)**	**-5%**

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

Non-Operating Expense	Actual	Budget	Variance	
Total Depreciation Expense	$1,003,740	$1,006,513	($2,773)	0%

Keene Housing

KEENE HOUSING

INCOME STATEMENT CONSOLIDATED SUMMARY

	Actual	Budget	Variance	
	YTD Activity as of April 30, 2026	YTD Activity as of April 30, 2026	$ Variance (under)/over	% Variance
REVENUE				
Rents/HAP/Subsidy Income	6,589,730	7,038,556	(448,826)	-7%
MTW Non-HAP Income	489,693	424,630	65,063	13%
Vacancy Loss	(83,496)	(62,576)	(20,920)	25%
Admin Fee Income	429,232	459,849	(30,617)	-7%
Management Fees	261,438	275,767	(14,329)	-5%
Interest Income	101,396	60,340	41,056	40%
Partnership/Incentive Fees	714,942	396,500	318,442	45%
Other Income	455,259	1,029,365	(574,107)	-126%
Misc Tenant Income	24,325	16,846	7,479	31%
Total Revenue	$ 8,982,518	$ 9,639,277	$ (656,759)	-7%
EXPENSES				
Administrative	424,571	457,140	(32,569)	-8%
Operational	199,974	266,811	(66,837)	-33%
Payroll	1,513,580	1,605,636	(92,057)	-6%
Utilities	597,203	460,845	136,359	23%
Maintenance	707,626	795,101	(87,474)	-12%
Taxes & Insurance	506,568	482,411	24,157	5%
Interest	252,439	283,819	(31,379)	-12%
Partnerships fees	84,530	21,329	63,201	75%
Tenant Programs	89,626	100,512	(10,886)	-12%
HAP	2,575,537	3,029,675	(454,138)	-18%
Total Operating Expenses	$ 6,951,656	$ 7,503,279	$ (551,623)	-8%
NET OPERATING INCOME	**$ 2,030,861**	**$ 2,135,997**	**$ (105,136)**	**-5%**

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 $2.0m, under budget by $105k.

OPERATING REVENUES are $9.0m, a decrease of $657k as compared to the budget of $9.6m.

OPERATING EXPENSES are $7.0m, a decrease of $552k as compared to the budget of $7.5m.

REVENUE	VARIANCES for Revenue categories (Less)/Higher than Budget	
Rent/HAP/Subsidy Income	(448,826)	This budget is related to tenant rents, voucher subsidy, commercial rental income and is tracking lower than budget at this point.
MTW Non-HAP Income	65,063	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 $490k as of 4/2026. The annual budget is $1.2m to transfer MTW funds out. We are requesting an increase of MTW funds to be transferred into the capital budget due to additional funds available related to HUD's higher annual inflation factor than expected.
Vacancy Loss	(20,920)	The Vacancy Loss is a reduction to revenue (the actuals are higher than the budget then this is a decrease to revenue). KAHP vacancy loss for the year to date is over budget by $21k, vacancies are continuing in 2026 related to units needing Lead Abatement.
Admin Fee Income	(30,617)	HUD Admin Fees are Under budget $31k. The Special Purpose Voucher admin fees are over budget by $22k. MS admin fee is over budget by $8k, and the Section 8 admin fees are under budget by $61k (the actuals are based on the actual admin expensed each month).
Interest Income	41,056	Interest earned on operating cash balance and reserve balances is over budget.
Partnership/Incentive Fees	318,442	Partnership Management fees over budget by $29k. CST over budget by $54k; BBE & BBW fees over budget by $179k; SAV Family Incentive fee over budget by $60k.
Management Fees	(14,329)	Timing.
Other Income	(574,107)	Other income budget includes Grant income expected from development of Roosevelt East and Roosevelt West which is under budget at this time by $362k and Development Fee under budget by $146k. Timing.
Misc Tenant Income	7,479	On budget.
Total Operating Revenue	(656,759)	Lower than Budget

Keene Housing	KEENE HOUSING Consolidated INCOME STATEMENT - variances Actuals compared to Budget	
EXPENSES	VARIANCES for Expense categories (Less)/Higher than Budget	
Administrative/Operational	(99,406)	Software/licensing under budget by $22k; energy consulting under budget $18k; Many of these expenses are running slightly under budget.
Payroll/Benefits	(92,057)	Benefit Expenses are under budget by $36k. Salaries are under budget by $50k. There is only one vacancy (Director) at this time.
Utilities	136,359	Water & Sewer is on budget. Fuel is over budget by $7k. Electric is over budget by $129K (KAHP $109k), due to timing.
Maintenance	(87,474)	There are maintenance line items that are under budget by $115k . There are also a few maintenance line Items over budget by $28k.
Taxes & Insurance	24,157	Property taxes are over budget by $23k, due to timing. Insurance is on budget.
Interest/Taxes/Amort/Investor Fee	31,822	Interest expenses is under budget by $24k. Partnership taxes under budget $7k. Investor incentive fees are over budget by $63k, timing.
Tenant Programs	(10,886)	Landlord incentive payment are under budget by $5k.
HAP	(454,138)	HAP disbursements are under budget in the MTW voucher program by $416k, MS vouchers are under budget by $11k. The NEDs vouchers are under budget by $28k.
Total Operating Expenses	(551,623)	Lower than Budget
Net Variance for Net Income	**($105,136)**	**Lower 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

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
KEENE HOUSING AND COMPONENT UNIT ENTITIES				
Central Office (Locals)	51,877	(16,194)	57,732 Higher Revenue	(10,340) Lower Expenses
Monadnock Affordable (MAHC)	926,817	1,106,365	(243,605) Lower Revenue	(64,056) Lower Expenses
Keene Affordable (KAHP)	(31,382)	166,944	(84,970) Lower Revenue	113,356 Higher Expenses
Meadow Road	23,938	37,364	(11,867) Lower Revenue	1,559 Higher Expenses
Ash Brook Apartment	54,801	58,054	(20,884) Lower Revenue	(17,632) Lower Expenses
Emerald Street	(6,927)	853	(349) Lower Revenue	7,430 Higher Expenses
Hampshire House	8,955	(25)	972 Higher Revenue	(8,008) Lower Expenses
Cottage St Apartments	2,492	1,456	(492) Lower Revenue	(1,528) Lower Expenses
Section 8 Voucher Program (MTW)	251,818	163,038	(360,827) Lower Revenue	(449,607) Lower Expenses
Mainstream Voucher Program	(7,688)	(17,123)	(6,312) Lower Revenue	(15,748) Lower Expenses
Special Purpose Vouchers (NEDs, AHPP,FYI	10,628	(20,345)	(1,310) Lower Revenue	(32,283) Lower Expenses
Riverbend (and LIHTC)	30,752	24,679	(16,281) Lower Revenue	(22,354) Lower Expenses
TOTALS	$1,316,082	$1,505,065	($688,194) Lower Revenue	($499,211) Lower Expenses
PARTNERSHIPS				
Low Income Tax Credits Properties (LIHTC)				
Evergreen Knoll	54,866	22,342	9,525 Higher Revenue	(22,999) Lower Expenses
Brookbend West	119,027	91,873	9,532 Higher Revenue	(17,622) Lower Expenses
Stone Arch Family	(32,759)	32,187	(1,660) Lower Revenue	63,285 Higher Expenses
Stone Arch Senior	15,046	21,091	328 Higher Revenue	6,373 Higher Expenses
LIHTC with 10/31 year ends				
Brookbend East	213,211	190,401	7,757 Higher Revenue	(15,053) Lower Expenses
Central Square (multifamily)	345,388	273,038	5,952 Higher Revenue	(66,398) Lower Expenses
TOTALS	714,779	$630,932	$31,435 Higher Revenue	($52,413) Lower Expenses
GRAND TOTALS	**2,030,861**	**2,135,997**	**(656,759) Lower Revenue**	**(551,623) 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	2030	
Contracts that are expiring - will need to go out for proposals/bids										
Heating/AC/AH	Gary Jackson Heating	09/16/21-09/15/23	**09/15/2026**		-	-	-	-	-	RFP sent out May 1, 2026
Audit Services	Otis Atwell	10/06/21-09/30/23	**09/30/2026**	-	-	-	-	-	-	Pending
Development Consulting	TAG Associates	10/01/21-09/30/23	**09/30/2026**	-	-	-	-	-	-	Pending
Development Consulting	Evernorth	10/01/21-09/30/23	**09/30/2026**	-	-	-	-	-	-	Pending
Trash Removal	Waste Management	05/01/22-04/30/25	**04/30/2027**	-	-	-	-	-	-	
Janitorial	Jan-Pro Cleaning Systems	06/24/22-06/23/23	**06/23/2027**	-	-	-	-	-	-	
Lawn Care	AGM Landscaping	04/01/23-11/30/23	**11/30/2027**		-	-	-	-	-	
Lawn Care	Arlen Landscaping	04/01/23-11/30/23	**11/30/2027**		-	-	-	-	-	
Lawn Care	Homegrown Lawn Garden & Landscaping	04/01/23-11/30/23	**11/30/2027**		-	-	-	-	-	
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,SAVF)	Keene Housing Kids Collaborative	01/01/25-12/31/30	**12/31/2030**	-	-	-	-	-	-	
Interpret Support	DT Interpreting	01/28/26-01/27/31	**01/27/2031**	-	-	-	-	-	-	
Construction Contracts managed by architects										
Construction - Lead abatement SS2	CK Landmark Construction//Stevens & Assoc Architects		**12/31/2026**	-	-	-	-	-	-	
Construction - Roosevelt East	Cheshire Builders/Warrenstreet Architects		**05/31/2026**	-	-	-	-	-	-	
Construction - Roosevelt West	Cheshire Builders/Warrenstreet Architects		**01/31/2028**	-	-	-	-	-	-	
Heat Pump project - Harper Acres	Keith Plumbing & Heating / Stevens & Assoc Architects		**Summer 2026**	-	-	-	-	-	-	
Contracts with remaining extensions/renewals options										
Propane Gas Heating Services	L&G Propane	06/24/22-06/23/25	**04/30/2026**	-	1 year renewal	-	-	-	-	Pending
Snow Removal	Connecticut Valley Yard Works	10/01/22-05/01/24	**05/30/2026**	-	1 year renewal	1 year renewal	-	-	-	Pending
Snow Removal	AGM Landscaping	10/01/22-05/01/24	**05/30/2026**	-	1 year renewal	1 year renewal	-	-	-	Pending
Snow Removal	Arlen Landscaping	10/01/22-05/01/24	**05/30/2026**	-	1 year renewal	1 year renewal	-	-	-	Pending
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	-	-	-	-	

Keene Housing-Active Contracts

Services Provided	Firm	Original Contract Dates	Expiring Contract Date	Contract Extension Options						Status
				2025	2026	2027	2028	2029	2030	
Architect/Engineering Services	Banwell Architects	07/01/24-06/30/26	**06/30/2026**	-	3 year renewal	-	-	-	-	
IT Support	True North Networks/Visory	01/1/26-12/31/26	**09/30/2026**	-	6 month renewal	1 year renewal	1 year renewal	1 year renewal	1 year renewal	Renewed 3 months effective June 2026
Graphic Design & Printing/binding	Silver Direct	02/01/24-01/31/26	**10/31/2026**	-	1 year renewal	1 year renewal	1 year renewal	-	-	
Legal - RE & Landlord/Tenant Law	Bragdon, Dowd & Kossayda	11/01/22-10/31/25	**10/31/2026**		1 year renewal	-	-	-	-	
Legal - RE Law & Federal Reg	Ballard Spahr	11/01/22-10/31/25	**10/31/2026**		1 year renewal	-	-	-	-	
Legal - RE Law & Federal Reg	Reno Cavanaugh	11/01/22-10/31/25	**10/31/2026**		1 year renewal	-	-	-	-	
Legal - RE Law & Federal Reg	Sheehan Phinney Bass & Green	11/01/22-10/31/25	**10/31/2026**		1 year renewal	-	-	-	-	
Legal - RE Law & Federal Reg	Hawkins Delafield & Wood	11/01/22-11/30/25	**10/31/2026**		1 year renewal	-	-	-	-	
Legal - RE Law & Federal Reg	PretiFlaherty	11/01/22-11/30/25	**10/31/2026**		1 year renewal	-	-	-	-	
Legal - Labor & Employment Law	Sheehan Phinney Bass & Green	12/01/22-11/30/25	**10/31/2026**		1 year renewal	-	-	-	-	
Subgrant Agreement (MTW)	Keene Housing Kids Collaborative	01/01/2026-12/31/2026	**12/31/2026**	-	1 year renewal	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	-	-	
Electrical Services	Elm City Electric	05/15/22-05/14/25	**05/14/2027**	-	1 year renewal	1 year renewal	-	-	-	
Snow Removal	C.M. Minkler	10/01/24-05/01/26	**5/30/2027**	-	1 year renewal	1 year renewal	-	-	-	
Capital Needs Assessment	Right-Trak Design, Inc	02/10/25-02/09/28	**02/09/2028**	-	-	-	2 year renewal	-	-	
Energy Consulting / Electrity purchase/REC sales	Competitive Energery Serivces, LLC	4/20/2026-4/19/2028	**04/19/2028**	-	-	-	3 year renewal	-	-	
Laundry Services	Peoples Linen Service, LLC	05/20/25-05/19/28	**05/19/2028**	-	-	-	3 months	-	-	

May 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Community Garden Plant and Seed Orders Due	2
3	4 SAVS Bingo Riverbend Garden Meeting	5 SAVS and Evergreen Garden Meetings	6 CST Game Night Harper and Brookbend Garden Meetings	7 CST Community Safety Meeting	8	9
10	11 SAVS Bingo Harper Planning Meeting & Craft Group	12 CST Planning Meeting & Craft Group	13 SAVS Planning Meeting & Craft Group CST Game Night	14	15	16
17	18 SAVS Bingo Riverbend Garden Meeting	19 SAVS and Evergreen Garden Meetings	20 CST Game Night Harper and Brookbend Garden Meetings	21 Annual Board of Commissioners Meeting CST Planting Party	22	23
24	25 Office Closed Memorial Day	26 SAVS, Meadow Road and Evergreen Garden Meetings	27 CST Game Night Harper and Brookbend Garden Meetings	28 Roosevelt East Open House	29	30
31						

Keene Housing

June 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 SAVS Bingo Riverbend Garden Meeting	2 SAVS, Meadow Road and Evergreen Garden Meetings	3 CST Game Night Harper and Brookbend Garden Meetings	4	5	6
7	8 SAVS Bingo Riverbend Garden Meeting	9 SAVS, Meadow Road and Evergreen Garden Meetings	10 CST Game Night Harper and Brookbend Garden Meetings	11	12	13
14	15 SAVS Bingo Riverbend Garden Meeting	16 SAVS, Meadow Road and Evergreen Garden Meetings	17 CST Game Night Harper and Brookbend Garden Meetings	18 Board of Commissioners Meeting	19 Office Closed Juneteenth	20
21	22 SAVS Bingo Riverbend Garden Meeting	23 SAVS, Meadow Road and Evergreen Garden Meetings Quarterly Staff Training	24 CST Game Night Harper and Brookbend Garden Meetings	25	26	27
28	29 SAVS Bingo Riverbend Garden Meeting	30 SAVS, Meadow Road and Evergreen Garden Meetings				

Keene Housing