Mr. Scott Shanley  
General Manager  
Town of Manchester  
41 Center Street  
Manchester, CT 06040

Dear Mr. Shanley:

The Town of Manchester received $565,271 in Community Development Block Grant (CDBG) funds in Federal Fiscal Year 2019 (Grant Year 2018). This is HUD’s assessment of the use of those funds.

The Housing and Community Development Act of 1974, as amended, and the National Affordable Housing Act of 1990, require that grant recipients submit annual performance reports for the programs covered under these Acts. The Acts also require the Secretary of HUD to determine annually that the grant recipient is compliant with these statutes and has the continuing capacity to carry out the programs for which it received funds.

HUD’s review includes an analysis of each grantee’s planning process; its management of funds; progress in carrying out the strategies and goals expressed in the Consolidated Plan; compliance with statutory and regulatory requirements; accuracy of required performance reports; and evaluation of its accomplishments in meeting key departmental objectives. HUD’s Annual Assessment is directed not only toward meeting the mandates of the statutes, but to provide the basis for working together collaboratively to achieve the revitalization goals of Manchester. HUD congratulates the Town on its community’s accomplishments during the past year regarding the achievement of Departmental objectives.
Noteworthy Accomplishments

CDBG Program

- One hundred percent of CDBG funds were expended on activities benefiting low- and moderate-income persons during the reporting year. Grant Year 2018 is the Town’s third year of its three-year certification period. Cumulatively, Manchester expended 100% on activities benefiting lower income persons, exceeding the statutory 70% benefit within the chosen certification period.

- Selected activities presented in the 2018 Consolidated Annual Performance and Evaluation Report (CAPER) appear to be eligible and to meet national objectives.

- East Side After School Program received $4,644.29 of CDBG funds to be used to fund the salary of the Program Supervisor to manage the afterschool program for students in grades 1-4. Seventeen extremely low and low- and moderate- income individuals benefited from this activity.

- MACC Community Outreach received $17,795.74 of CDBG funds to pay the salary for a part time outreach mental health professional to assist MACC’s Community Outreach and Emergency Services Manager. Twenty-four extremely low-income individuals benefited from this activity.

- BrightStart Parenting Workshops received $7,000 of CDBG funds to be used to fund an eight-week workshop to equip parents and caregivers with tools to promote healthy brain development and nurture long-term success in young children. Twenty-three extremely low and low- and moderate- income individuals benefited from this activity.

The Town of Manchester leveraged non-CDBG funding such as rental assistance through the 504 Housing Choice Vouchers managed by the Manchester Housing Authority (MHA). MHA assisted 470 households through the use of vouchers. An additional 11 vouchers were funded by the CT Department of Housing for the use at Center Street Apartments II. Congratulations on the Town’s success with leveraging program funds and providing the citizens of Manchester with additional resources for housing.
Financial

- In the CDBG program, the grant recipient must have no more than 1.50 years of unexpended grant funds in its line of credit 60 days before the end of the program year. The Town of Manchester's 60-day balance was equivalent to 1.20 years of grant funds.

- The Town of Manchester stayed within the CDBG Program's statutory caps for public service obligations and the planning and administration expenditures at 6.83% and 19.15%, respectively.

- The Town of Manchester completed its Single Audit requirement for the reporting period ending June 30, 2018, with no audit findings.


Public Access

If the Town of Manchester wishes to submit comments on this letter, please do so within 30 days of the date of this letter. HUD will consider any comments submitted, and may revise the content of HUD's letter or attach comments received from the Town. If the Department does not hear from the Town, HUD will assume that the Town concurs and has no objections to this letter. After the 30 days have expired, this letter must be readily available to the public. There are several ways to make it available to the public. The Town can assist HUD in this regard by sharing the Department’s letter with the media; with a mailing list of interested persons; with members of the Town's advisory committee; or with those who attended hearings or meetings. The Department will make this information available to the public upon request.

Conclusion

HUD is rating Connecticut grantees’ overall performance in carrying out their programs as either satisfactory or unsatisfactory. This determination is based upon information available to this office and does not reflect a comprehensive evaluation of specific activities. HUD has determined Manchester’s performance to be satisfactory. HUD further deems that the Town of Manchester has the continuing capacity to administer its programs.
If the Town has questions or would like to discuss any of the issues reviewed in this letter, please do not hesitate to contact me or Community Planning and Development Representative Craig Kleman, at (860) 240-4803.

Sincerely,

[Signature]

Alanna Cavanagh Kabel
Director
Community Planning and Development

cc: Heather Guerette, Community Development Program Manager