



**U.S. Department of Housing and Urban Development  
Office of Community Planning and Development  
Hartford Field Office  
One Corporate Center, 10th Floor  
Hartford, Connecticut 06103-3220**

**New England  
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**APR 08 2019**

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

Dear Mr. Shanley:

The Town of Manchester received \$529,074 in Community Development Block Grant (CDBG) funds in Federal Fiscal Year 2018 (Grant Year 2017). 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 2017 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 2017 Consolidated Annual Performance and Evaluation Report (CAPER) appear to be eligible and to meet national objectives.
- PAL Academic Success Club received \$2,639.98 of CDBG funds to be used to fund a coordinator for the Manchester Police Activities League (PAL) afterschool Academic Success and Mentoring Program. Seventeen extremely low and low- and moderate-income individuals benefited from this activity.
- The Center for Human Development received \$24,182.72 of CDBG funds to provide mental health and substance abuse counseling to clients of the Samaritan Soup Kitchen and homeless living outside. Forty extremely low- income individuals received clinical assessments and case management to provide medical and psychological assistance for drug and alcohol addictions and mental health illnesses.
- 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-eight 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 1.31 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 9.31% and 19.48%, respectively.
- The Town of Manchester completed its Single Audit requirement for the reporting period ending June 30, 2017, with no audit findings.
- The Federal Financial Report (SF-425) was submitted on January 28, 2019, for the 4<sup>rd</sup> quarter of 2018.

## **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,

A handwritten signature in blue ink, appearing to read "Alanna Cavanagh Kabel".

Alanna Cavanagh Kabel

Director

Community Planning and Development

cc: Heather Guerette, Community Development Program Manager