

**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  
Telephone (860) 240-9770  
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New England

**April 30, 2021**

Mr. Scott Shanley  
General Manager  
The Town of Manchester  
41 Center Street  
Manchester, CT 06045

Dear Mr. Shanley:

Subject: Consolidated End of Year Review-Program Year 2019

The Town of Manchester received \$562,699.00 in Community Development Block Grant (CDBG) funds in Federal Fiscal Year 2019, the year covered by this report. This is the Department'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 in compliance with these statutes and has the continuing capacity to carry out the programs for which it received funds.

This review includes an analysis of each grantee's planning process; its management of funds; progress in carrying out strategies and the goals expressed in the Consolidated Plan; compliance and statutory and regulatory requirements; accuracy of required performance reports; and evaluation of its accomplishments in meeting key departmental objectives. This 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 the Town of Manchester. Hud congratulates the Town of Manchester on the community's many accomplishments during this past year regarding the achievement of Departmental Objectives.

## **Noteworthy Accomplishments**

The Town of Manchester completed several activities that served low-income individuals or families provided by Program Year 2019 CDBG funds. The activities were Public Service programs, Public Facility projects and Housing. These projects included East side Afterschool Program, housing code deficiency and life safety issues, replacement of water and sewer lines, oil tank and boiler disposal, community outreach and the hiring of an Emergency Services Manager.

## **Financial**

The Town of Manchester does meet the standard that the Department uses to determine if communities are delivering program activities to residents in a timely manner. The grant recipient must have no more than 1.50 years of unexpended CDBG funds in its line of credit 60 days before the end of the program year. Manchester's 60-day balance was 1.31 years of grant funding, which is below the 1.50 threshold. City's federal single audit for the period ending June 30, 2019, was submitted timely to the Federal Audit Clearinghouse (FAC).

In 2019, The Town of Manchester expended 100% of its CDBG funds on projects or activities that benefitted low-and-moderate-income individuals, exceeding the 70% requirement. Expenditures for planning and administration and public service activities were below the expenditure caps.

## **Public Access**

If the City wishes to submit comments on this letter to HUD, 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 City. If the Department does not hear from the City, HUD will assume that the City concurs and has no objections to our letter. After the 30 days have expired, this letter must be readily available to the public. The City can assist the Department in this regard by sharing HUD's letter with the media; with a mailing list of interested persons; with members of your advisory committee; or with those who attended hearings or meetings. HUD will make this information available to the public upon request.

## **Conclusion**

The Department is rating our Connecticut grantees' overall performance in carrying out their program 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. The Town of Manchester has the continuing capacity to administer programs.

If you have questions or would like to discuss any of these issues, please do not hesitate to call me or Ms. Brenda G. Turner, Community Planning and Development Representative, at (860)240-9733 or [Brenda.G.Turner@hud.gov](mailto:Brenda.G.Turner@hud.gov).

Sincerely,

*Alanna Cavanagh Kabel*

Alanna Cavanagh Kabel  
Director, Community Planning and Development

cc: The Honorable Jay Moran, Mayor  
Ms. Heather Guerrette, CDBG Program Manager