

TOWN OF MANCHESTER



COMMUNITY DEVELOPMENT BLOCK GRANT ANNUAL ACTION PLAN

OCTOBER 1, 2017 – SEPTEMBER 30, 2018

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

As an entitlement community for the federal Community Development Block Grant (CDBG), the Town of Manchester is required to prepare an Annual Action Plan for the use of CDBG funds. To be eligible for CDBG funding a project must meet one of three national objectives: (1) be of benefit to low and/or moderate-income households, (2) work towards the elimination of slum and blight or (3) meet a particular urgent community development need.

This Annual Action Plan outlines Manchester's proposed investment of CDBG grant funds in the areas of housing, public facilities, community development and public services. The town has \$529,074 in CDBG funds available for projects and activities in the forty-third (43rd) program year, which extends from October 1, 2017 - September 30, 2018. The Town's Planning Department is the agency responsible for administering the CDBG program.

This Action Plan represents Year 3 of the 2015-2019 Consolidated Plan and will discuss objectives, funding levels, and specific projects and activities planned for this program year. Funding for this Action Plan will be drawn from our entitlement grant described above.

The Action Plan lists projects and activities approved for funding by the Board of Directors after providing numerous opportunities for public participation and input.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The Town's primary goal for the use of Community Development Block Grant funding is to preserve, improve and revitalize our older neighborhoods, where housing and other needs are greatest and broadest, so they will continue to be livable and attractive neighborhoods.

The Department of Housing and Urban Development (HUD) requires a focus on three particular outcomes to guide CDBG expenditures: Affordability, Availability/Accessibility and Sustainability. In order to create vibrant, healthy neighborhoods, provide opportunities for our residents and to meet

HUD's desired outcomes, we will pursue these objectives by funding the following projects during the 43rd program year:

Affordability

- Maintain availability of affordable, safe and sanitary housing through: home repair, rehabilitation of owner- and renter-occupied units, accessibility improvements, addressing lead hazards and code enforcement. *Projects: Housing Rehab Program, Rebuilding Together Roofing Program, MHA Accessible Shower Installation, Carriage Dr. Roof Replacement*

Availability/Accessibility

- Provide services to improve the health, well-being and economic position of low/moderate-income individuals and families. *Projects: BrightStart Parenting Workshops, MCSC Scholarship Program, East Side After-School Program, PAL Academic Success Club, Interval House East, PAL East Side After School Program*
- Maintain, improve or repurpose public facilities located in income-eligible areas and those that serve low/moderate-income residents. Accessibility improvements may also be included. *Projects: MELC Playground Improvements*
- Provide services to homeless populations including but not limited to homeless outreach activities. *Projects: CHR Counseling Services*
- Complete public improvements including but not limited to sidewalk replacement or installation and general streetscape improvements in low/moderate-income neighborhoods. *Projects: East Side Tree Replacements, West Side LED Streetlights*

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Housing programs funded by CDBG have had a significant impact on the condition of affordable housing units in Manchester. Rebuilding Together's roofing program has filled a service gap by providing replacements for roofs in poor condition and, when needed, related chimney work. The program has been very successful and continues to maintain a waiting list.

The Housing Rehab Program's general rehab portion continues to fill the need for addressing lead and code issues in lower-income Manchester properties, especially in our older neighborhoods. The emergency component has been vital to restoring heat and hot water to many homes with non-functioning systems. This program addresses "issues that threaten the health and/or safety of a property's occupants" and has provided flexibility to address a variety of issues, such as failing septic systems and a compromised sewer line.

Past performance of sub-recipients is reviewed when considering re-funding a program. Some programs may experience adjustments to their funding based on number of people served or whether the program did not spend all funding received in past program years.

The impact CDBG funding has had on Manchester's low/moderate income households and neighborhoods has been significant. The town continues to use the needs and priorities identified in the Consolidated Plan as a guide to selecting programs to fund. Citizen participation and input is also always considered when selecting programs. There continues to be strong support for the various housing programs funded through CDBG.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The town followed their Citizen Participation Plan (CPP) during the formation of this year's Annual Action Plan. The delayed enactment of the FY 2017 appropriations act resulted in significant delays to HUD's computing and sharing of formula grants with funding recipients. As a result, HUD issued a waiver of the required 30-day public comment period for Action Plans, instead allowing communities - for this year only - to hold a minimum 14-day comment period. Efforts to foster resident and stakeholder input included the following:

Public Hearings

Two public hearings were held at the start of the planning process to gather opinions on previously funded programs and receive suggestions for future projects.

Stakeholder Discussions

Each year, a memo is distributed to all department heads and members of the Board of Directors outlining funding availability and describing program eligibility for CDBG funding. Recipients of this memo are encouraged to consider project requests received from the public that may be eligible for this funding stream and are encouraged to develop applications that reflect identified needs. Discussions were also held with member organizations of the Continuum of Care during the planning process for this year's Action Plan.

Board of Directors Public Hearings

Public hearings were included as part of the Board of Directors' meetings in June and July to allow for public feedback on the General Manager's recommendations and the Proposed Action Plan before it was finalized.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Public hearings and opportunities to participate in the planning process were broadly publicized. Despite this, only one resident attended any of the community meetings and this was only to gather some informational brochures. The public was also provided the opportunity to speak at each of the Board of Directors meetings when information about the plan was presented and no one chose to do so.

6. Summary of comments or views not accepted and the reasons for not accepting them

There were no comments or views that were not accepted.

7. Summary

See narratives above.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator		Planning Department

Table 1 – Responsible Agencies

Narrative (optional)

The Planning Department is responsible for administration of the town’s Community Development Block Grant funds. The department will also run the CDBG-funded Housing Rehabilitation program. The other projects are run by sub-recipients – including other Town departments and nonprofit community organizations – who are monitored by the Planning Department.

Consolidated Plan Public Contact Information

Manchester Planning Department

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AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

Manchester employs a variety of methods to solicit information and feedback from the general public and other stakeholders. In preparing this Plan, this included incorporation of the following methods: public hearings, consultation with the town's Continuum of Care, Housing Authority and Housing and Fair Rent Commission, and soliciting input from local officials, town departments and area nonprofits.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

The Manchester Community Services Council (MCSC) has operated since 1972 with the primary mission of determining needs, setting priorities and enhancing health and social services within the community. Their Board and membership consists of representatives from mental health organizations, child welfare groups, town government, the housing authority, local hospital and healthcare facilities, nonprofit developers and a variety of other groups as well as interested town residents.

The mission of the Housing and Fair Rent Commission is to promote the development and continued availability of affordable housing in Manchester. Its ex-officio members including the housing authority's Executive Director and the Town's Planning and Human Services Directors.

The Planning Department consulted with the Manchester Housing Authority for sections of the Action Plan addressing public housing needs and initiatives. Both parties keep open lines of communication in an effort to continue improving conditions for public housing residents.

Our local Continuum of Care consists of representatives of local nonprofits, town government and state agency representatives. The health department's nurse is one of the newest members of this group. While attending health fairs to provide education and materials on lead-based paint hazards, the nurse also provides information on the CDBG-funded Housing Rehab Program.

The privately owned Squire Village affordable housing complex's new owners have worked diligently to establish connections with area service providers to increase opportunities for residents. This has included the local library (to create an on-site lending library), a local gym (for on-site personal training at their community center), a local hospital (to provide medical care at the on-site clinic), and a local grocery store (for on-site cooking demos and workshops).

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

Although Manchester is part of the "Balance of State" Continuum of Care, the decision was made to create a "sub-CoC" to serve the Manchester community. This forum provides the opportunity for Town staff and local service and housing providers to meet on a monthly basis and discuss issues of relevance to their clientele. Members of this group include the Town's CDBG Program Manager and Senior Adult and Family Services (SAFS) Supervisor, housing authority staff, representatives from a local private healthcare provider, staff from the local soup kitchen/food pantry, and representatives from housing agencies targeting persons with mental health diagnosis, Veterans and formerly homeless. This group maintains contact via email to share news, events, legislation, etc. to keep members informed.

Our local CoC enables cross-referrals for clients to other member organizations that may be able to assist with housing, job training and other urgent needs. Members share information about availability of housing vouchers, shelter beds, and events such as document fairs, renters rebate and job fairs that benefit populations identified above.

Membership includes representatives from Journey Home, a regional homeless organization fighting to end chronic homelessness in the state. This organization is very active in the state legislature and reports to our group on opportunities to advocate for legislation benefitting our state's homeless.

Members of the Manchester Public Schools (MPS) who work with at-risk youth also participate in our local CoC. This includes staff working with teens impacted by substance abuse and homelessness. Other CoC members coordinate to connect these families with affordable housing, housing vouchers, mental health services or other needed services.

One member from a local mental health organization serves as the town's representative on the Balance of State committee. She bridges the gap between CoC actions being taken at the state and regional level with the work we perform at the local level.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The Town of Manchester does not receive ESG funds. Through our localized CoC, area nonprofits keep us informed of applications for and receipt of any ESG funds through the Balance of State CoC.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	MANCHESTER HOUSING AUTHORITY
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs Affordable Housing
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Manchester Housing Authority was asked to provide and discuss their revised capital expense plan for the upcoming program year. They were also asked to provide information for the narrative portion detailing the local housing authority initiatives, resources, etc.

Identify any Agency Types not consulted and provide rationale for not consulting

None.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care		
Annual PHA Plan and Capital Fund Program Plan	Manchester Housing Authority	Both aim to provide and improve quality affordable housing to lower-income residents.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

A variety of marketing methods were employed in an attempt to invite public participation in the planning process. Flyers were created and posted in or sent to the following locations to advertise the two pre-plan public hearings: Manchester Housing Authority (to post at their properties), the Spruce St. Firehouse (community center in CDBG-eligible neighborhood), the Youth Service Bureau Building, the Senior Center and all local CoC member organizations. Information was also posted on the Planning Department's, Office of Neighborhood and Family's and the Town's Facebook pages, on the town calendar and through a link posted to the Town's homepage. Ads were run in the Journal Inquirer to publicize both meetings. The public hearings were held in the north and south ends of town and both took place in handicap accessible locations on bus routes. If requests were received in advance of the meeting, accommodations would have been made for those in need of special assistance.

To encourage participation from non-English speaking populations, information about the availability of an interpreter was included in public hearing advertisements. Current sub-recipients also provided outreach to specific populations, particularly Spanish- speakers, residents originally from India, persons with mental health issues and the homeless.

This year, we instituted afternoon drop-in hours to encourage more citizen participation. We hoped this would provide an opportunity for people whose schedules did not allow for evening meetings to stop by and provide input. We had one resident stop in during afternoon drop-in hours to request information but there were no attendees at either evening meeting.

Information and an application packet were distributed to Department heads and members of the Board of Directors to encourage submission of funding applications based upon resident proposals and requests. The application period was thoroughly discussed with member organizations of the CoC and they were encouraged to submit applications to support eligible endeavors. Our Citizen Participation Plan outlines agencies to be notified when application materials are available; all such agencies received information.

The Planning department ran public notices outlining the General Manager's funding recommendations and later the Board of Directors Proposed Annual Action Plan. The Board of Directors also ran public notices for their June and July meetings that included a public hearing on the Proposed Annual Action Plan. No comments were received from the public at either hearing.

There was a 14-day comment period held from June 26th - July 11th, 2017 but no comments were received. Due to delayed enactment of the FY2017 appropriations act, HUD issued a waiver of the required 30-day public comment period and instead allowed grantees to complete a 14-day comment period.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Public Hearing	Minorities Non-English Speaking - Specify other language: Spanish, Hindi Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing Residents of CDBG-eligible neighborhoods	No attendees.	No comments received.	Not applicable.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Meeting	Minorities Non-English Speaking - Specify other language: Spanish, Hindi Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing Residents of CDBG-eligible neighborhoods	One attendee at public meeting/drop-in hours.	No comments received. Information about CDBG funding was requested and provided.	Not applicable.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Hearing	Minorities Non-English Speaking - Specify other language: Spanish, Hindi Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing Residents of CDBG-eligible neighborhoods	No attendees.	No comments received.	Not applicable.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Newspaper Ad	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	No responses received.	No comments received.	No comments were rejected.	
5	Flyers (for public hearing)	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	No responses received.	No comments received.	No comments were rejected.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
6	Public Hearing	Non-targeted/broad community	Public hearings were held as part of the Board of Directors' June and July meetings. The meetings had decent attendance.	No comments were received from the public regarding the Annual Action Plan for Program Year 43.	No public comments were rejected.	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The Town of Manchester receives an annual CDBG grant from HUD. We do not receive HOME, ESG or HOPWA funding. The town’s entitlement grant for program year 43 is \$529,074.

For the purposes of this strategic plan, we have assumed our entitlement grant to be relatively steady over the 5 years covered by the current Consolidated Plan. If, instead, our municipality experiences drastic cuts to CDBG funding, this will significantly impact the town’s ability to meet its housing and community development goals.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	529,074	0	0	529,074	1,000,000	Expected amount available assumes somewhat level funding over the remaining two years of this ConPlan.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Though not a requirement, Manchester continues to seek sub-recipients willing and able to provide leveraged funds to broaden the impact of our CDBG grant. The town recognizes the limitations of our small entitlement and, therefore, attempts to work with organizations that can maximize the spending power of these funds.

The Housing Rehab Program continues to leverage funding from CCHHP for rehabilitation of renter- and owner-occupied units. This partnership is crucial to improving the safety and ensuring the affordability of housing in Manchester.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Publicly owned land that consists of the Broad Street Redevelopment Area could potentially be used to address the need for additional affordable housing to meet current demand in Manchester. If housing ends up a component of the redevelopment, the Redevelopment Agency (RDA) has suggested the incorporation of mixed-income properties. The RDA and the Town have engaged a development firm as master developer for the town-owned 18 acres. The master developer continues their search for development and financial partners as well as prospective tenants for the mixed use project.

Discussion

Additional federal and state funding that will provide direct assistance to low- and moderate-income Manchester residents during Program Year 43 include the following:

In addition to sources listed above, funding such as Local Capital Improvement Program (LoCIP) will include portions allocated to benefit lower-income neighborhoods. Town departments will also pursue outside grants to assist low-income residents.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Improve Affordable Housing Stock	2015	2019	Affordable Housing	MANCHESTER HOUSING REHABILITATION AREA	Housing Rehabilitation	CDBG: \$225,577	Rental units rehabilitated: 3 Household Housing Unit Homeowner Housing Rehabilitated: 15 Household Housing Unit
2	Increase Services for Low/Moderate Income Persons	2015	2019	Homeless Non-Homeless Special Needs		Public Services	CDBG: \$29,114	Public service activities other than Low/Moderate Income Housing Benefit: 157 Persons Assisted
3	Homeless Services	2015	2019	Homeless		Public Services	CDBG: \$28,718	Public service activities other than Low/Moderate Income Housing Benefit: 50 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Public Improvements	2015	2019	Non-Housing Community Development		Public Improvements/Infrastructure	CDBG: \$55,503	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1960 Persons Assisted
5	Maintain, Improve or Repurpose Public Facilities	2015	2019	Public Housing Non-Homeless Special Needs Non-Housing Community Development		Public Facilities	CDBG: \$84,423	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 90 Persons Assisted

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Improve Affordable Housing Stock
	Goal Description	
2	Goal Name	Increase Services for Low/Moderate Income Persons
	Goal Description	
3	Goal Name	Homeless Services
	Goal Description	

4	Goal Name	Public Improvements
	Goal Description	
5	Goal Name	Maintain, Improve or Repurpose Public Facilities
	Goal Description	

Projects

AP-35 Projects – 91.220(d)

Introduction

All of the projects funded during Program Year 43 are in support of the goals and objectives in the 2015-2019 Consolidated Plan.

Projects

#	Project Name
1	Housing Rehab Program/Emergency Replacement
2	Rebuilding Together Roof Replacements
3	Carriage Dr. Roof Replacement
4	MHA Accessible Showers
5	Interval House East
6	East Side After-School Program
7	PAL Academic Success Club
8	BrightStart Parenting Workshops
9	MCSC Scholarship Program
10	CHR Counseling Services
11	MELC Playground Improvements
12	East Side Tree Replacements
13	West Side LED Streetlights

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The two housing rehabilitation projects are top priorities because of the impact on the welfare of families assisted and the general improvements to the neighborhood in which each property is located. These programs consistently receive support from residents and the Board of Directors.

Funding for the housing authority to install handicap accessible showers will enable elderly and disabled residents a better quality of life. This project enables MHA to provide tenants in need of such retrofits with reasonable accommodations. The work will not only benefit current, but also future, tenants living in the units.

The Carriage Dr. Roof Replacement is also ranked high because it will ensure the continued provision of quality affordable housing to four adults with disabilities. This property is located within a higher-

income neighborhood, so its presence contributes to the integration of income levels within that area.

Communities face the unfortunate reality that domestic violence is an ever-present threat to the safety and welfare of residents, particularly women and children. Due to state and local budget cuts, funding to Interval House is facing cuts that significantly threaten the support they provide to victims of domestic violence. Manchester's CDBG funding for Interval House East will enable them to continue providing these vital services until additional funding sources can be identified.

Public service projects provide opportunities for low/moderate-income residents both very young (BrightStart and the two after-school programs) as well as older (MCSC Scholarships) to learn and improve their chances for academic achievement and success in life.

The homeless population has decreased significantly since the closing of the shelter. So although beneficiaries of the CHR counseling are still a high priority population, the program is not serving nearly as many residents as it had when the shelter was open. As a result, CHR has broadened the program's scope by increasing outreach to individuals dealing with substance abuse issues, including those not currently connected to service providers.

AP-38 Project Summary

Project Summary Information

1	Project Name	Housing Rehab Program/Emergency Replacement
	Target Area	MANCHESTER HOUSING REHABILITATION AREA
	Goals Supported	Improve Affordable Housing Stock
	Needs Addressed	Housing Rehabilitation
	Funding	CDBG: \$135,000
	Description	Address lead-based paint and property maintenance code deficiencies in Manchester homes. Going forward, Healthy Home hazards may be added to the program's scope. Also funds an emergency replacement program to address non-functioning boilers, furnaces, etc. which threaten the health and/or safety of residents.
	Target Date	9/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	<p>We anticipate this year's funding will allow us to rehab 2 single-family homes and 4 multi-family properties (6 units). We estimate this will provide assistance to three rental units (all at the multi-family properties) and three owner units (two at single-family homes and one of the units at the multi-family). We also expect to help an additional three owner-occupied units through the emergency replacement program.</p> <p>We have some funds remaining from previous program years that can help increase the total number of households served over this program year. The type of households assisted will depend on applications received and the urgency with which we need to complete a project.</p>
	Location Description	The Housing Rehab Program has an applicable "Rehab Program Eligible Area" to target program investment primarily in the Town's core neighborhoods. Despite this, the program does venture outside of these boundaries on partner projects with CCHHP. The Eligible Area does not apply to the emergency replacement portion of the program; this program is available town-wide to households that meet the eligibility criteria.
	Planned Activities	Continue Housing Rehab Program that focuses on lead-based paint and property maintenance code issues. Also continue emergency replacement program to address situations that, if left unaddressed, threaten the health and/or safety of residents.

2	Project Name	Rebuilding Together Roof Replacements
	Target Area	
	Goals Supported	Improve Affordable Housing Stock
	Needs Addressed	Housing Rehabilitation
	Funding	CDBG: \$90,577
	Description	Funds roof replacements and, if necessary, repair of chimneys.
	Target Date	9/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Rebuilding Together proposes they will assist a minimum of 9 households through the provision of roof (and possibly related chimney) replacements. Though they do assist some rental households, their program requires that the property owner lives on-site. So the program is primarily geared to assist low-income owner-occupied households. Many homeowners assisted are seniors or disabled.
	Location Description	This activity will be made available town-wide.
	Planned Activities	Continue Rebuilding Together's supplemental program that funds roof replacements and chimney repairs for income-qualified households.
3	Project Name	Carriage Dr. Roof Replacement
	Target Area	
	Goals Supported	Maintain, Improve or Repurpose Public Facilities
	Needs Addressed	Public Facilities
	Funding	CDBG: \$9,423
	Description	Remove and replace the deteriorating roof and gutters at this home which houses developmentally disabled adults.
	Target Date	9/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Four disabled individuals live at the property that will receive a roof replacement
	Location Description	15 Carriage Dr., Manchester, CT
	Planned Activities	Remove and replace the deteriorating roof and gutters at this home which houses developmentally disabled adults.

4	Project Name	MHA Accessible Showers
	Target Area	
	Goals Supported	Public Improvements
	Needs Addressed	Public Facilities
	Funding	CDBG: \$50,000
	Description	Replace 6 bathtubs at housing authority properties with accessible showers that are ADA compliant.
	Target Date	9/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	This project will benefit 6 tenants that have applied and been approved for a Reasonable Accommodation.
	Location Description	Westhill Gardens and Westhill Gardens Annex, both in block group 5146.005
	Planned Activities	Replace 6 bathtubs at housing authority properties with accessible showers that are ADA compliant.
5	Project Name	Interval House East
	Target Area	
	Goals Supported	Increase Services for Low/Moderate Income Persons
	Needs Addressed	Public Services
	Funding	CDBG: \$10,000
	Description	Fund satellite office staff who provide services and assistance to victims of domestic violence in Manchester.
	Target Date	9/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Interval House East estimates that 85 Manchester survivors of domestic violence would be served.
	Location Description	Since this program serves victims of domestic violence, it is run from an undisclosed location.
	Planned Activities	Provide free, individualized services to each program participant in a confidential manner.

6	Project Name	East Side After-School Program
	Target Area	
	Goals Supported	Increase Services for Low/Moderate Income Persons
	Needs Addressed	Public Services
	Funding	CDBG: \$6,866
	Description	Fund staffing and cleaning related to the East Side After School Program. The program will provide after-school assistance with homework and activities for children to participate in with police officers and volunteers.
	Target Date	9/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that a minimum of 25 youth in grades 1-4 will be assisted through this program. The program will focus on East Side residents; this area is a target neighborhood for CDBG funds in Manchester.
	Location Description	This program will be held at in a former neighborhood elementary school (160 Spruce St.) located in a CDBG-eligible area. Neighborhood resident surveys indicated a need for and interest in after-school programming and homework help. The Nathan Hale School building is the drop-off location for kids bussed to other elementary schools so it is a central location for parents to pick up their children.
Planned Activities	Students grades 1-4 from the East Side neighborhood will be provided a safe, supportive environment where they will receive homework help. Fun programs and activities will be run with the help of police officers and volunteers to keep kids healthy and build strong connections to the community.	
7	Project Name	PAL Academic Success Club
	Target Area	
	Goals Supported	Increase Services for Low/Moderate Income Persons
	Needs Addressed	Public Services
	Funding	CDBG: \$3,748
	Description	Fund a coordinator for Manchester Police Activities League (PAL) after-school Academic Success & Mentoring Program.
	Target Date	9/30/2018

	Estimate the number and type of families that will benefit from the proposed activities	Staff's goal is to register at least 30 students for the program, with 12-15 attending each day the program is offered.
	Location Description	This program is run out of PAL's space at the Hilliard Mills Building, 642 Hilliard St. in Manchester.
	Planned Activities	Fund staff for an after-school program providing students with a place to focus and complete schoolwork amongst positive and encouraging adults.
8	Project Name	BrightStart Parenting Workshops
	Target Area	
	Goals Supported	Increase Services for Low/Moderate Income Persons
	Needs Addressed	Public Services
	Funding	CDBG: \$7,000
	Description	Fund an 8-week workshop to equip parents/caregivers with tools to promote healthy brain development and nurture long-term success in young children.
	Target Date	9/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Each workshop serves a minimum of 15 families with 15-30 children. It is for parents and caregivers who have at least one young child (prenatal to 4 years old).
	Location Description	The workshop will be at Adelbrook's The Learning Center, 42 Prospect St.
	Planned Activities	BrightStart is geared to prepare parents to provide their child with the brightest start possible - in school and in life. The program and activities focus on the building blocks for healthy development, known as the ABCD's: A (attention), B (bonding), C (communication) and D (diet).
9	Project Name	MCSC Scholarship Program
	Target Area	
	Goals Supported	Increase Services for Low/Moderate Income Persons
	Needs Addressed	Public Services
	Funding	CDBG: \$1,500

	Description	Assist Manchester Community Services Council (MCSC) to fund scholarships for low-income Manchester students who plan to attend Manchester Community College in the fall of 2018.
	Target Date	9/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Funds will provide scholarships for two low/moderate income Manchester students.
	Location Description	These scholarships will be made available town-wide. The scholarship is to be applied to tuition at Manchester Community College (MCC), 60 Bidwell St. in Manchester.
	Planned Activities	Two low/moderate-income students will be awarded a \$750 scholarship towards their tuition at MCC for the fall of 2017. CDBG funds will be leveraged by funds contributed by the sub-recipient so that additional low/moderate-income students can benefit from such scholarships.
10	Project Name	CHR Counseling Services
	Target Area	
	Goals Supported	Increase Services for Low/Moderate Income Persons Homeless Services
	Needs Addressed	Public Services
	Funding	CDBG: \$28,718
	Description	Provides mental health and substance abuse counseling services to visitors of the Manchester Area Conference of Churches' (MACC) soup kitchen and food pantry. Also provides outreach to residents in need of services that aren't currently connected, including unsheltered residents.
	Target Date	9/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 50 unduplicated individuals are expected to be served. It is estimated that the vast majority of persons served will be individuals, not families.
	Location Description	General outreach to unsheltered homeless and residents not currently connected to services will be made available town-wide. Visitors to the MACC soup kitchen and food pantry will be served on-site at 466 Main St.

	Planned Activities	Though the number of unduplicated clients served has dropped significantly since the closing of the local shelter, repeat visits with established clients remains relatively high, as the outreach clinician provides valuable linkages to housing, mental health services, job training programs, etc. The unsheltered population has remained relatively steady. CHR has broadened the outreach clinician’s duties to establish service connections for residents in need who do not currently receive assistance.
11	Project Name	MELC Playground Improvements
	Target Area	
	Goals Supported	Maintain, Improve or Repurpose Public Facilities
	Needs Addressed	Public Facilities
	Funding	CDBG: \$25,000
	Description	Upgrades and repairs to MELC's playground to increase safety, improve features and provide access to handicap children and those with varied abilities.
	Target Date	9/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	There are 80 preschoolers who will directly benefit from this project and approximately 83% of their households meet CDBG income limits. In addition, the playground is open to local residents (located in a CDBG-eligible area) when not being used by the school.
	Location Description	The playground is on the grounds of a preschool located at 80 Waddell Rd. This location straddles block group 5146.004 and .005, both of which are CDBG-eligible.
Planned Activities	Repair and upgrade the playground facility at Manchester Early Learning Center (MELC).	
12	Project Name	East Side Tree Replacements
	Target Area	
	Goals Supported	Public Improvements
	Needs Addressed	Public Improvements/Infrastructure
	Funding	CDBG: \$7,000
	Description	Replace a portion of the trees to be removed by EverSource on the East Side through enhanced tree trimming and cutting during 2017.

	Target Date	9/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 30-50 trees will be planted at approximately 40 properties within the block group targeted for this project.
	Location Description	The project will focus on the southeastern portion of the East Side neighborhood. More specifically, the work will be located in CDBG-eligible block group 5148.002.
	Planned Activities	Plant 30-50 trees on private properties along street frontage in an income-eligible block group.
13	Project Name	West Side LED Streetlights
	Target Area	
	Goals Supported	Public Improvements
	Needs Addressed	Public Improvements/Infrastructure
	Funding	CDBG: \$48,503
	Description	Replace 90-100 old streetlights with new energy-efficient LED streetlights in the West Side neighborhood. This will improve lighting, reduce glare and provide energy savings.
	Target Date	9/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	The streetlight replacements will take place in block group 5147.004. The population in this block group is 1,930 and 68.13% are low/moderate-income.
	Location Description	The work will be concentrated in CDBG-eligible block group 5147.004 in the West Side neighborhood.
Planned Activities	Replace outdated metal halide streetlights with new, energy efficient LED light fixtures.	

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Overall, CDBG spending is not limited to specific geographic areas as long as it is an eligible census tract or the household receiving assistance is income-eligible. CDBG-eligible census tracts tend to be concentrated in the center of town, so in terms of public infrastructure and capital improvements, in general, such projects are likely to be concentrated in the center of town.

Neighborhoods targeted for Rehab Program assistance are those with the highest percentages of low- and moderate-income households and aged housing stock and infrastructure. They are concentrated in the central area of Manchester where many homes were originally built between the 1880s and 1930s. These are, for the most part, traditional neighborhoods in terms of urban design: grid streets, sidewalks, and large homes on generally smaller lots. Housing is typically one unit detached and duplex, with some four-unit buildings and some larger apartment projects dispersed throughout the neighborhoods. These neighborhoods also tend to have a higher percentage of minorities.

Geographic Distribution

Target Area	Percentage of Funds
MANCHESTER HOUSING REHABILITATION AREA	26

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The town Board of Directors approved the “Housing Rehab Eligible Area” in 2010 to concentrate our housing investment where it seemed most needed and to create a greater impact on our core neighborhoods. Despite this targeted investment, the program allows flexibility in spending the general rehab funds outside of these boundaries when partnering with CCHHP or when performing emergency replacements.

Discussion

The percentage listed in Table 10 only represents the town’s investment through expenditure of Housing Rehab funds. Manchester’s core neighborhoods, which make up this area, are also the location for a number of other CDBG investments for the upcoming year. The West Side LED Streetlights, MELC Playground Project, MHA’s shower installations and the East Side Tree Replacement Program all reflect direct investments in these neighborhoods.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The charts below summarize work planned through the use of CDBG funds as well as MHA’s goals for rental assistance and work performed by area nonprofits.

One Year Goals for the Number of Households to be Supported	
Homeless	13
Non-Homeless	18
Special-Needs	4
Total	35

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	481
The Production of New Units	13
Rehab of Existing Units	22
Acquisition of Existing Units	0
Total	516

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

Table 11

At their September 6, 2017 meeting, the Planning and Zoning Commission will consider CHR’s application to convert a property into 13 units of affordable housing for formerly homeless young men. It is anticipated this project will proceed and the property will be rehabilitated over the next year.

In addition, CHR will continue to connect our homeless population with housing resources through the CDBG-funded outreach program. Journey Home will advocate for additional vouchers and work to connect homeless within Hartford County to quality affordable housing. Veterans, Inc. and Dinda House will continue to connect Manchester’s homeless Veterans with permanent housing.

The CDBG-funded Rebuilding Together roofing program aims to assist a minimum of 9 households through roof replacements. The Manchester Housing Rehab Program will assist at least 9 households

with the CDBG funding received for this program year.

As for special-needs populations, MARC's roof replacement project will involve rehab of a property that serves four developmentally disabled individuals. It is also likely that some households assisted through Rebuilding Together and/or the Rehab Program will represent special needs populations.

Table 12

The Manchester Housing Authority is the primary provider of rental assistance through the use of housing vouchers and through project-based assistance at their properties. Though they receive an allocation of 504 vouchers, funding only supports approximately 470 of these vouchers, rendering the remainder unusable. An additional 11 rental vouchers funded by DOH are being used at CHR's new Center St. Apartments 2 building. Local and regional organizations serving Veterans continue efforts to identify property owners in Manchester that will accept HUD-VASH vouchers for housing. These organizations will continue their outreach and work with participants to connect them with quality rental housing.

As stated in Table 11, CHR intends to transform a property into 13 units of housing for homeless young men. This will add 13 new units to Manchester's roster of affordable housing.

The rehabilitation category includes MARC's 4-unit group home that will receive a new roof. Rebuilding Together's roof replacement program aims to replace at least 9 roofs. The Housing Rehab Program plans to rehabilitate at least 9 units with funding received during this program year.

AP-60 Public Housing – 91.220(h)

Introduction

The Manchester Housing Authority continues to explore ways to reduce expenditures since capital improvement funding from the state and federal government does not meet current needs. One creative solution was the recent installation of a solar panel field to reduce energy costs; MHA is the first housing authority in the state to have one. In addition, energy conservation upgrades have been installed at the Mayfair Gardens property to provide heat and hot water on-demand.

A few years ago, a local project-based Section 8 property had its affordability term expire and the complex was put up for sale. A well-respected developer with a track record of improving affordable housing purchased and completed extensive improvements to the Squire Village Complex. As anticipated, the new ownership has led to better housing conditions for residents, improved relations with the local police department and increased connectivity to the town as a whole.

Actions planned during the next year to address the needs to public housing

The Manchester Housing Authority recently submitted their annual PHA Plan for 2017. Capital Fund improvements outlined include: roof/window/porch upgrades at various locations (including scattered site units), accessibility upgrades and reasonable accommodations.

In their most recent Annual Plan, MHA outlined their goal of modernizing units according to Uniform Federal Accessibility Standards (UFAS) to better meet the needs of applicants and residents. They will only be able to achieve this as funding is available to do so. The housing authority has sought outside funding to meet the reasonable accommodation requests of tenants; they applied for – and will receive - \$50,000 in CDBG funds to convert six showers into ADA-compliant bathtubs.

As described above, the Squire Village Complex was purchased last year by Jonathan Rose & Associates. This new owner intends to keep the property affordable and, since acquiring ownership, has invested a significant amount in upgrading the complex. These renovations provide Squire Village residents with more quality affordable (and accessible) housing within an active community. A new on-site community center recently opened; this space includes a property management office, a large space for gatherings, an exercise room, a computer lab and space for doctor's visits. Extensive programming is coordinated by the property's Resident Services Coordinator (RSC) through partnerships with town departments, the Manchester Police Department, and local businesses and community organizations. The RSC plans to expand the on-site program and service offerings even more in the future.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

MHA Resident Advisory Board is made up of one representative from each public housing project: West

Hill Gardens, Mayfair Village, Spencer Village, Ada Lane Congregate Housing, and scattered site public housing units. Also, the MHA Board of Commissioners includes an active Tenant Commissioner in its proceedings and decision-making processes.

The MHA is not currently participating in the Section 8 homeownership program due to the general lack of government funding. The Executive Director, however, is very interested in implementing such a program and would consider participation in the future.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

The MHA is not a troubled housing authority.

Discussion

See narratives above.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Manchester's homeless shelter closed as of July 1, 2015 so Manchester no longer offers emergency shelter beds. There has since been a noticeable decrease in the number of homeless individuals visiting the MACC facility where the shelter was formerly located. Despite the shelter closing, MACC continues to offer a soup kitchen, food pantry and a thrift store - as well as counseling, classes, etc. at their complex to provide support and assistance to Manchester's homeless.

The town's homeless population remains a noticeable presence along downtown Main St., especially near the bus stop, by the park and the library. MACC and CHR have recognized this and coordinate outreach efforts to both minimize the negative impact on downtown businesses and passersby and connect these individuals with needed services.

Interval House provides services to victims of domestic violence through an office and shelter in Hartford and an "Interval House East" office in Manchester. Their "Safe House" has been operating at capacity for an extended period of time.

MACC and CHR continue to work collaboratively to provide effective coordination of services for the populations they serve.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The town will continue to allocate a portion of CDBG funds to CHR for their sheltered and unsheltered homeless outreach. This has been a successful and impactful program over the years. Since the local homeless shelter closed a few years ago, this program's design has been modified. Outreach is now performed in the MACC soup kitchen and food pantry; the number of persons assisted has dropped significantly but the need for this service remains. Unsheltered persons continue to be served by the CDBG-funded outreach clinician as well, whether or not they have previously been connected to services.

The state also funds homeless outreach at the regional level. CHR was awarded the contract for this region and a member of its staff provides mental health, substance abuse and housing counseling to the area's unsheltered homeless population.

Journey Home, a Hartford-based regional agency, has held numerous events to get homeless persons "document ready". Staff assists the homeless to acquire birth certificates, social security cards, etc. so they have the required documentation when housing opportunities become available to them.

Addressing the emergency shelter and transitional housing needs of homeless persons

In Connecticut, shelter bed referrals are now handled through the state's 211 system. SAFS and local agencies serving the homeless have provided direct assistance to those needing help navigating the system.

Eligibility for HUD VASH vouchers no longer requires chronic homelessness - individuals and families can be in transitional housing and still qualify. This will allow homeless Veterans and their families to seek immediate shelter while they wait for a more permanent solution in the form of a housing voucher.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Veterans Inc. has built a strong presence in Manchester over the last few years. Their efforts, especially combined with those of Dinda House, have created a strong network of support for local Vets. Efforts will continue during the upcoming program year to assist Veterans to transition into permanent housing with the necessary support structures.

The VA has established the goal of moving Veterans out of homelessness in 60-90 days. The VA does not provide housing without support services in place; this will help prevent those assisted from returning to homelessness. Representatives from Veterans, Inc., however, say the 60-90 day timeline has been extremely challenging due to waiting lists for market rate apartments.

The Greater Hartford Coordinated Access Network (CAN) has established a Youth Engagement Teen Initiative (YETI) to end teen homelessness. These CANs across the state are currently working to prioritize service development. To date, the Greater Hartford CAN has identified emergency shelter for 18-24 year olds as a top priority.

Organizations such as CHR and MACC and the town's SAFS department will continue to be the strongest presence in efforts to prevent individuals and families from extensive periods of homelessness.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

Manchester Hospital has created a working group to address issues with frequent long-term users of the hospital. They are seeking to create a support network that includes groups such as the Department of Corrections, Probate Court, and behavioral health providers.

CHR Apartments II includes 4 units set aside for unaccompanied youth. Three units are for Veterans ineligible for HUD VASH vouchers, so this fills a housing and service gap for these individuals. All of these units, including two more for chronically homeless with mental health and substance abuse issues, are supported.

Interval House has established a new partnership with Hartford Behavioral Health to provide trauma-informed care. They have also recently partnered with the Hartford Office of Adult Probation and hope to create a similar program in Manchester.

Discussion

See narrative above.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

Manchester offers a wide variety of housing to persons of all income levels, ages and household size. Although the town has few public policies that create barriers to affordable housing, every community faces barriers that make securing affordable housing challenging for certain populations.

The MHA is unable to use approximately 34 of their Housing Choice Vouchers each year due to lack of sufficient funding. If HUD funding continues to decrease and Fair Market Rents keep rising, the number of vouchers they are able to fund will keep diminishing.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

There is limited developable land remaining in Manchester. Though this creates a barrier, it has not prevented CHR from developing two new affordable housing buildings over the past few years. Developers will likely have to focus on opportunities for adaptive reuse or demolition and new construction for future affordable housing developments.

Building codes are designed to protect a property's inhabitants, though corrective action can result in significant costs to the owner. The town will continue to use CDBG funds for the Housing Rehab Program that will make renter- and owner-occupied units safe while limiting the associated costs for owners.

Discussion:

See narratives above.

AP-85 Other Actions – 91.220(k)

Introduction:

The Town of Manchester will continue to pursue a variety of methods to meet the needs outlined below. The town will continue to use CDBG funds to support the pursuit of a number of these goals.

Along with CDBG funds, town departments and local organizations will also use other available resources to meet residents' needs and provide an improved quality of life.

Actions planned to address obstacles to meeting underserved needs

Funding constraints continue to be the greatest obstacle to meeting underserved needs. Despite this, town government and area organizations continue to “do more with less” and attempt to stretch resources and leverage funds to continue providing necessary services. These efforts will be especially important as the State of Connecticut faces massive budget shortfalls and harsh programmatic cuts that will have a significant impact on the ability of state-funded programs to meet their clients' needs.

Actions will be coordinated to avoid duplicative efforts so resources can be reallocated to meet other needs. Programs are continuously evaluated to determine effectiveness and whether the consolidation of resources would be beneficial. When underserved needs are presented at a forum such as a CoC meeting, members work together to bridge gaps and provide the assistance needed or refer as necessary.

Actions planned to foster and maintain affordable housing

CDBG funds continue to be allocated to the Housing Rehab Program whose primary goal is to maintain and improve affordable housing. This program will also continue to partner with CCHHP to improve the safety of affordable units. Additionally, CDBG continues to fund Rebuilding Together's roof replacement program to improve the safety and quality of affordable housing in Manchester.

The housing authority continues to apply funds to improve the quality of units as they are turned over. They will also be using this year's CDBG grant to fund ADA improvements at two of their properties.

The privately-owned Squire Village Complex recently celebrated completion of extensive renovations and construction of a community center. The new owners plan to maintain the affordability of the complex but saw the need to improve the quality of individual units and the property as a whole.

Local nonprofit developers will continue to pursue opportunities for new construction and acquisition of additional vouchers to increase the supply of affordable housing.

Actions planned to reduce lead-based paint hazards

The Town will continue to fund the Housing Rehabilitation Program that focuses on addressing lead paint hazards. In addition, CCHHP will continue to fund lead projects in Manchester and the town's program will continue to partner with them to leverage funds and increase the capacity of both programs.

As the Planning Department becomes aware of RRP training programs in CT, this information is passed on to contractors visiting the department. Registration information is also made available on the Building Department's bulletin board within clear site of contractors stopping in for permits. This is in an effort to increase the number of RRP trained contractors who can help prevent unnecessarily exposing residents to lead hazards.

The Health Department will continue to send Environmental Health Inspectors into the field for lead inspections and to investigate lead orders. The department also educates the public about the dangers of lead paint and ways to prevent exposure. The department's nurse attends numerous community fairs and events each year to provide information and education about lead-based paint and make brochures on the Housing Rehab Program available to interested parties.

Actions planned to reduce the number of poverty-level families

Last year, MACC's new Executive Chef introduced a culinary and hospitality training program focused on low-income, homeless or those at-risk of homelessness. The 12-week course provides life skills while also preparing participants for a potential career in the hospitality or food services industry. MACC recently purchased an established restaurant in Manchester's downtown with plans to run it as a training kitchen for graduates of their culinary program. It will be a full-service restaurant that also serves as a stepping stone for graduates of the training program before they seek external employment. This is a very exciting and promising venture for MACC and the downtown area.

Manchester Adult & Continuing Education continues to work closely with the local American Job Center office to provide residents with a smooth transition between education and job opportunities.

The town is offering free preschool to income-eligible Manchester families. Participants are provided with transportation and health screenings such as dental, vision, hearing and mental health. These screenings can ensure a child is healthy and connect the families with support services, if needed. This is a significant cost savings for poverty-level families who otherwise could not afford childcare, transportation or medical bills. And the childcare provides parents with the time to pursue job opportunities knowing their children are being cared for while they are working.

Actions planned to develop institutional structure

Institutional structures within Manchester have been developed and improved over time to a point where they are relatively coordinated and efficient. We will continue efforts to improve coordination as opportunities are identified.

Actions planned to enhance coordination between public and private housing and social service agencies

We try to maintain open lines of communication between agencies and departments serving the housing and social service needs of town residents. This coordination is improved through groups such as the Continuum of Care, Manchester Community Service Council and publication of the Human Services Directory. Referrals are frequently made between town departments, to local and regional service providers or even to 211 for general assistance.

The Human Services Department maintains a list of local landlords that have housed special needs populations in the past so they can be contacted when new potential tenants are identified.

The Executive Director and Resident Services Coordinator for the MHA maintain contact with the Planning and Human Services Department to discuss initiatives, consistency of plans and tenant needs that require referrals.

The Housing and Fair Rent Commission held their most recent meeting at Squire Village's new community center. Since this property was recently rehabilitated by Jonathan Rose Companies, the Commission wanted the opportunity to meet with company representatives and tour the property.

The Planning and Human Services Department Directors, as well as the Executive Director of the housing authority, all serve as ex-officio members of the Housing and Fair Rent Commission.

Discussion:

See narratives above.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

Discussion:

The overall benefit calculation used by the Town of Manchester spans a three year period. The period of applicability for this Action Plan will include the following years: 2016, 2017, 2018.