

**TOWN OF MANCHESTER  
PLANNING DEPARTMENT**

**TO:** Department Heads  
Community Agencies  
Interested Parties

**FROM:** Heather Guerette, Community Development Program Manager

**DATE:** February 15, 2023

**RE:** 2023-2024 Community Development Block Grant Funds (CD033)

The Planning and Economic Development Department has begun the citizen participation and application process for the next CDBG program year, which begins October 1, 2023. The Town has not been notified of the grant amount, but it is expected to be similar to the current allocation of \$523,502. We will also recommend reprogramming \$44,575.25 from CD027 program year projects cancelled or completed under budget to support activities during the upcoming year.

Applications are now available and submissions must be received in the Planning Department by **Friday, March 31<sup>st</sup> at 4:30pm**. CDBG funds must be used in ways that promote and support the achievement of one or more of the following national objectives: (i) to benefit low and moderate-income persons (current income limits for low/moderate income qualification are attached); or (ii) aid in the prevention and elimination of slum or blight; or (iii) meet other community development needs of particular urgency and for which other funding sources are not available.

The following documents are also enclosed:

1. An eligible area map for area benefit projects;
2. Manchester's primary objectives for CDBG funding; and
3. A general outline of eligible and ineligible activities based on CDBG regulations.

For more information on CDBG funds and to access the application in a fillable format, please visit the CDBG page of the town's website: <https://www.manchesterct.gov/Government/Departments/Planning-and-Economic-Development/Community-Development-Block-Grant> or look for information in the "Latest News" section on the town's home page. If you have questions or need assistance, you can contact me at (860) 647-3106 or at [hguerette@manchesterct.gov](mailto:hguerette@manchesterct.gov).

Enclosures

**TOWN OF MANCHESTER  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**FY 2022 INCOME LIMITS (June 2022)**

The total annual income (adjusted or estimated) of an eligible family or household must not exceed the corresponding limits in the Low/Moderate income block shown below.

<b><u>Family or Household Size</u></b>	<b><u>Low/Moderate Income Limits</u></b> <b><u>(80% of Area Median<sup>1</sup>)</u></b>
1 person	\$62,600
2 persons	\$71,550
3 persons	\$80,500
4 persons	\$89,400
5 persons	\$96,600
6 persons	\$103,750
7 persons	\$110,900
8 persons	\$118,050

**Household:** A household means all the persons who occupy a housing unit. The occupants may be a single family, one person living alone, two or more families living together, or any other group of related or unrelated persons who share living arrangements. A **Family** means all persons living in the same household who are related by birth, marriage or adoption.

**Adjusted Gross Income:** As defined for purposes of reporting under the Internal Revenue Service (IRS) Form 1040 for individual Federal annual income tax purposes.

**Estimate the annual income of a family or household** by projecting the prevailing rate of income of each person at the time assistance is provided. Estimated annual income shall include income from all family or household members (including Social Security, SSDI, unemployment, child support, etc.) as applicable. Income or asset enhancement derived from the CDBG-assisted activity shall not be considered in calculating estimated annual income.

<sup>1</sup> FY 2022 Area Median Income = \$112,700 for the Hartford, West Hartford and East Hartford, CT Metropolitan Statistical Area (MSA), as determined by the U.S. Department of Housing and Urban Development.



**TOWN OF MANCHESTER  
PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**

**COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG) PROGRAM  
2020-2024 CONSOLIDATED PLAN**

**COMMUNITY DEVELOPMENT PRIMARY GOAL**

- 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 places.

The Department of Housing and Urban Development (HUD) requires a focus on the three categories below to guide CDBG expenditures. In order to create vibrant, healthy neighborhoods, provide opportunities for our residents and to meet HUD's desired outcomes, we will pursue the following objectives:

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.
- Increase diversity of housing stock through the repurposing of vacant or underutilized commercial/industrial properties.

Availability/Accessibility

- Provide services to improve the health, well-being and economic position of low/moderate-income individuals and families.
- 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.
- Provide services to vulnerable populations including but not limited to seniors, the disabled, those who are experiencing homelessness, and those experiencing housing insecurity.
- Complete public improvements including but not limited to park and trail improvements, sidewalk replacement or installation and streetscape improvements in low/moderate-income neighborhoods.

Sustainability

- Enhance existing and potential commercial corridors and activity nodes to support economic development efforts. Activities may include provision of business assistance, efforts to create or retain jobs and physical improvements to commercial corridors or individual businesses.

# **TOWN OF MANCHESTER COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

## **ACTIVITY ELIGIBILITY**

### **ELIGIBLE ACTIVITIES**

CDBG funds can be used for activities that include (but are not limited to):

- Acquisition of real property;
- Disposition of property acquired with CDBG funds;
- Public facilities and improvements;
- Clearance activities (demolition and removal of substandard hazardous structures);
- Public service (such as child care, health services, job training, counseling, etc);
- Relocation;
- Housing services;
- Homeownership assistance;
- Housing rehabilitation;
- Historic preservation;
- Lead based paint evaluation and reduction;
- Economic development activities;
- Neighborhood revitalization; and
- Energy conservation projects

This list is meant to serve as a general guideline and is not intended to suggest that all proposed activities within these categories are eligible. Each proposed activity must be evaluated by reviewing the specific rules and regulations detailing qualified activities and expenditures.

### **INELIGIBLE ACTIVITIES**

In general, any activity that is not authorized on the list above or specified in the regulations is not eligible for CDBG funding. The following list highlights activities that typically cannot be paid for with CDBG monies:

- Buildings used for the general conduct of government;
- General government expenses;
- Political activities;
- Purchase of equipment, including construction equipment, fixtures, motor vehicles, furnishings, and other personal property (unless part of a public service or grant administrative expenses);
- Operating and maintenance expenses; and
- Income payments for subsistence (food, clothing and shelter)