

How to Apply

For more information or for an application you can:

- Call the Planning Department at (860) 647-3106 or e-mail hdonoghue@ci.manchester.ct.us.
- Visit the Town's web site at www.ci.manchester.ct.us.
- Visit the **Customer Service Center** located on the first floor of Town Hall at 41 Center Street.

Return completed applications with supporting materials to:

**Town of Manchester
Planning Department
ATTN: Housing Rehabilitation Program
494 Center Street (Lincoln Center)
P.O. Box. 191
Manchester, CT 06045 – 0191**



TOWN OF MANCHESTER HOUSING REHABILITATION PROGRAM



Funding provided by:



U.S. Department of Housing & Urban Development
Community Development Block Grant Program

Administered by the Town of Manchester
Planning Department
494 Main Street, P.O. Box 191
Manchester, CT 06045 – 0191
Telephone: (860) 647-3106 Fax (860) 647-3144

Welcome to the Town of Manchester Housing Rehabilitation Program. The program provides financial assistance to owner-occupied or investor-owned single and multi-family residential properties within targeted housing rehabilitation areas of the Town.

Eligibility Properties

- Property must be located in a targeted or priority area.
- One to seven-unit residential properties
- The annual household income of occupants of the units to be rehabilitated must not exceed 80% of the median household income for the area.
- For two-unit dwellings *at least one* unit must be occupied by persons or families of low or moderate income.
- For dwellings with *more than two* units, at least 51% of the units must be occupied by persons or families of low or moderate-income.
- Monthly rental rates shall not exceed the fair market rent as defined by the Rehabilitation Program.
- Property owners must enter into an agreement with the Town to maintain the property in a decent, safe and livable condition and to not exceed the fair market rent for a certain minimum period of time (3 to 5 years).

- Property owners must not be delinquent in mortgage payments or in any municipal taxes or fees, including sewer and water fees. *The Town reserves the right to deny assistance to any property whose owner has a record of tax delinquency and/or code violations.*

Eligible Activities

Program funds must be used to address property maintenance code violations or deficiencies, excluding ornamentation, and to reduce lead-based paint hazards.

Eligible code repair or lead hazard reduction activities include the repair or replacement of:

- Windows and doors.
- Stairs, railings and porches.
- Chipping, flaking or peeling interior and exterior lead-based paint surfaces.
- Rotted or damaged gutters and leaders.
- Defective plumbing and plumbing fixtures.
- Defective wiring and electrical services and fixtures.
- Damaged, loosened or rotted parts of wood, metal or plaster.
- “Emergency” repairs due to a sudden or unexpected event that makes the unit uninhabitable.
- Removal of architectural barriers.

Selection Criteria

Priority consideration will be given to first-time applicants who are owner-occupants of the property. Criteria that will be used to evaluate and rank applications will include the following:

- The extent of code deficiencies or violations.
- Property was built prior to 1978 and contains lead-based paint hazards.
- Property is located in a targeted area.
- Property is located where the rehabilitation program complements other Town infrastructure improvements.
- Occupants include young children (particularly those six years old and under).
- Priority for owner-occupied units.

Funding Levels

The *maximum* levels of financial assistance to a project are:

- \$25,000 for an eligible single-family dwelling.
- \$20,000 per unit for an eligible multi-family dwelling up to seven units.