



TOWNSHIP OF MANCHESTER 2026 AFFORDABLE HOUSING TRUST FUND SPENDING PLAN



Approved by Township Council: March 9, 2026

1) INTRODUCTION

The Township of Manchester has prepared this Spending Plan in accordance with the Township's Fourth Round Housing Element and Fair Share Plan, Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.), the Amended Fair Housing Act ("FHA") (N.J.S.A. 52:27D-301), and applicable affordable housing regulations (N.J.A.C. 5:93-1 et seq., N.J.A.C. 5.97 et seq., and N.J.A.C. 5:99). On October 27, 1994, the Township adopted a development fee ordinance (Ordinance #94-235). The Township then revised and subsequently adopted the revised development fee ordinances in April 2007 (Ordinance #07-011), in September 2008 (Ordinance #08-036), and in April 2015 (Ordinance #15-004). The ordinance establishes the Township of Manchester's affordable housing trust fund for which this spending plan is prepared.

2) REVENUES FOR CERTIFICATION PERIOD

As of May 30, 2025, the Township of Manchester has collected \$5,562,103.92 and expended \$4,721,789.40, resulting in a balance of \$840,314.52. All development fees, payments in lieu of constructing affordable units on site, funds from the sale of units with extinguished controls, and interest generated by the fees are deposited in a separate interest-bearing affordable housing trust fund in TD Bank for the purposes of affordable housing. These funds shall be spent in accordance with NJAC 5:93-8.16, as described in the sections that follow.

To calculate a projection of revenue anticipated during the period of the fourth round (2025-2035), the Township of Manchester considered the following:

(a) Development fees:

1. Residential and non-residential projects which have had development fees imposed upon them at the time of preliminary or final development approvals;
2. All projects currently before the planning and zoning boards for development approvals that may apply for building permits and certificates of occupancy; and
3. Future development that is likely to occur based on historical rates of development.

(b) Payment in lieu (PIL):

Actual and committed payments in lieu (PIL) of construction from developers as follows:

- No funds are anticipated at this time.

(c) Other funding sources:

Funds from other sources, including, but not limited to, the sale of units with extinguished controls, repayment of affordable housing program loans, rental income and proceeds from the sale of affordable units.

- No funds are anticipated at this time.

(d) Projected interest:

Interest on the projected revenue in the municipal affordable housing trust fund at the current average interest rate.

- The Township projects collecting \$54,553.02 between 2025 and 2035.

The Township of Manchester projects a total of \$1,942,393.02 in revenue to be collected between 2025 and 2035. This projected amount, when added to the Township’s trust fund balance as of May 30, 2025, results in an anticipated total revenue of \$2,782,707.54 available to fund and administer its affordable housing plan. All interest earned on the account shall be used only for the purposes of affordable housing. See the table on the following page for a projection of the anticipated revenues.

Projected Revenues – Affordable Housing Trust Fund												
Source of Funds	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
(a) Development fees:		\$188,784	\$188,784	\$188,784	\$188,784	\$188,784	\$188,784	\$188,784	\$188,784	\$188,784	\$188,784	\$1,887,840
(b) Payments in Lieu of Construction												\$0
(c) Other Funds												\$0
(d) Interest	\$10,000	\$4,455	\$4,455	\$4,455	\$4,455	\$4,455	\$4,455	\$4,455	\$4,455	\$4,455	\$4,455	\$54,553.02
Total	\$10,000	\$193,239	\$193,239	\$193,239	\$193,239	\$193,239	\$193,239	\$193,239	\$193,239	\$193,239	\$193,239	\$1,942,393.02

3) ADMINISTRATIVE MECHANISM TO COLLECT AND DISTRIBUTE FUNDS

The following procedural sequence for the collection and distribution of development fee revenues shall be followed by the Township of Manchester:

(a) Collection of development fee revenues:

Collection of development fee revenues shall be consistent with the Township of Manchester's development fee ordinance for both residential and non-residential developments in accordance with the Municipal Land Use Law ([N.J.S.A. 40:55D-1 et seq.](#)), the Fair Housing Act ([N.J.S.A. 52:27D-301 et seq.](#)), applicable COAH regulations, and the proposed new Fair Housing Act Rules promulgated by the New Jersey Department of Community Affairs ([DCA/N.J.A.C. 5:99](#)).

(b) Distribution of development fee revenues:

The Administration forwards a resolution to the governing body recommending the expenditure of development fee revenues as set forth in this spending plan. The governing body reviews the request for consistency with the spending plan and adopts the recommendation by resolution. The release of the funds requires the adoption of the governing body resolution in accordance with the Court- and/or Program-approved spending plan. Once a request is approved by resolution, the Chief Financial Officer releases the requested revenue from the trust fund for the specific use approved in the governing body's resolution.

4) DESCRIPTION OF ANTICIPATED USE OF AFFORDABLE HOUSING FUNDS

(a) Rehabilitation and new construction programs and projects.

Rehabilitation program: Maximum of \$1,540,000. The Township of Manchester will dedicate a maximum of \$1,540,000 for hard costs (renovation work) to rehabilitate 154 units.

New construction project(s): \$0

(b) Affordability Assistance (NJAC 5:93-8.16).

Pursuant to N.J.A.C. 5:99-2.5, the Township is required to set aside a portion of all development fees collected and interest earned for the purpose of providing affordability assistance to very low-, low- and moderate-income households in affordable units included in the Township's Fourth Round Fair Share Plan. As shown on the chart below, the Township has set a goal of 30% of development fees towards Affordability Assistance, including, but not limited to, the following:

- Affordability assistance to very low-, low- and moderate-income buyers and renters of affordable housing units to lower the cost of homeownership, subsidize closing costs and down payments, security deposits, emergency repairs funding and/or reduce the capitalized basis of the rent payments.
- Assistance with homeowners' association or condominium fees and special assessments.

AFFORDABILITY ASSISTANCE CALCULATION		
Actual development fees through 5.30.2025		\$ 4,474,867.38
Actual interest earned through 5.30.2025	+	\$ 135,701.54
Development fees projected 6.1.2025-2035	+	\$ 1,887,840.00
Interest projected 6.1.2025-2035	+	\$ 54,553.02
Less housing activity expenditures through 5.30.2025	-	\$ 3,342,611.78
Total	=	\$ 3,210,350.16
Calculate 30 percent	x .30 =	\$ 963,105.05
Less Affordability assistance expenditures	-	\$ 317,111.00
Projected Affordability Assistance	=	\$ 645,994.05
Projected Very Low-Income Affordability Assistance	+ 3 =	\$ 215,331.35

(c) Administrative Expenses (NJAC 5:97-8.9).

Municipalities are permitted to use affordable housing trust fund revenue for related administrative costs up to a 20% limitation pending funding availability after programmatic and affordability assistance expenditures. The actual administrative expense maximum is calculated on an ongoing basis in the online Affordable Housing Monitoring System platform based on actual revenues.

The Township of Manchester projects that \$419,275.77 will be available from the affordable housing trust fund to be used for administrative purposes. Projected administrative expenditures, subject to the 20% cap, include, but are not limited to:

- Township and Affordable Attorney, Engineer and Planner fees related to attaining affordable housing compliance as well as consulting fees related to the administration and implementation of the Township's affordable housing program(s).
- Salaries and benefits for municipal employees for administration and implementation of the housing plan and program(s).
- Fees for administering the Rehabilitation Program and for the Administrative Agent.
- Municipal Housing Liaison and Administrative Agent training and on-going continuing education.

ADMINISTRATIVE EXPENSE CALCULATION		
Actual dev fees and interest thru 5.30.2025		\$ 4,610,568.92
Projected dev fees and interest 6.1.2025-2035	+	\$ 1,942,393.02
Payments-in-lieu of construction and other deposits thru 5.30.2025	+	\$ 853,750.00
Less RCA expenditures thru 5.30.2025	-	
Total	=	\$ 7,406,711.94
Calculate 20 percent	x .20 =	\$ 1,481,342.39
Less admin expenditures thru 5.30.2025	-	\$ 1,062,066.62
Projected Maximum available for administrative expenses 6.1.2025-2035	=	\$ 419,275.77

5) EXPENDITURE SCHEDULE

The Township of Manchester intends to use affordable housing trust fund revenues for the creation and/or rehabilitation of housing units. It should be noted that the amount spent in a given year for any line item may, in reality, span multiple years. The chart below provides an estimated timeline for expenditure and does not restrict the Township from spending the money sooner or later in the Fourth Round period, nor does it prohibit the Township from spending more or less money in one year assuming the funds are in place to make said expenditure.

Projects/Programs	Number of Units Projected	Projected Expenditure Schedule 2025-2035											Total	
		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035		
Twp Rehab Program	154	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	\$1,540,000
Affordability Assistance		\$58,727	\$58,727	\$58,727	\$58,727	\$58,727	\$58,727	\$58,727	\$58,727	\$58,727	\$58,727	\$58,727	\$58,727	\$645,994
Administration		\$40,000	\$37,928	\$37,928	\$37,928	\$37,928	\$37,928	\$37,928	\$37,928	\$37,928	\$37,928	\$37,928	\$37,928	\$419,276
Total		\$238,727	\$236,654	\$236,654	\$236,654	\$236,654	\$236,654	\$236,654	\$236,654	\$236,654	\$236,654	\$236,654	\$2,605,269.80	

6) EXCESS OR SHORTFALL OF FUNDS

The Township currently has sufficient funds to cover the hard costs (renovation work) of the Rehabilitation Program and all the commitments it has with the affordable housing providers. Any administrative costs above and beyond those that cannot be covered by the trust fund will be sourced from the general fund.

In the event more funds than anticipated are collected, or projected funds exceed the amount necessary to implement the Fair Share Plan, the Township will use those excess funds towards rehabilitation, affordability assistance, or other future affordable housing opportunities.

7) SUMMARY

The Township of Manchester intends to spend affordable housing trust fund revenues pursuant to NJAC 5:97-8.7 through 8.9 and consistent with the housing programs outlined in the Fourth Round Housing Plan Element and Fair Share Plan.

The Township of Manchester has a balance of \$840,314.52 as of May 30, 2025 and anticipates an additional \$1,942,393.02 in revenues through 2035 for a total of \$2,782,707.54. This Spending Plan demonstrates the Township's commitment to expend \$2,782,707 through 2035, including the following:

- Commitment to expend a maximum of \$1,540,000 towards the hard costs of a Rehabilitation Program.
- Commitment to expend up to approximately \$645,994.03 towards affordability assistance.
- Commitment to expend up to \$419,275.77 towards administrative costs.
- Commitment to expend up to approximately \$177,437 on emergent housing opportunities; and
- Any excess funds will be expended on affordability assistance.

SPENDING PLAN SUMMARY		
Balance as of May 30, 2025		\$840,314.52
Projected Revenue 5.1.2025-2035		
Development fees	+	\$1,887,840.00
Payments in lieu of construction	+	\$0.00
Other funds	+	\$0.00
Interest	+	\$54,553.02
TOTAL REVENUE	=	\$2,782,707.54
Projected Expenditures 5.1.2025-2035		
Funds used for Rehabilitation	-	\$1,540,000.00
Affordability Assistance	-	\$645,994.03
Administration	-	\$419,275.77
Emergent Housing opportunities		\$177,437.75
Total Projected Expenditures	=	\$2,782,707.55
Remaining Balance	=	\$0.00