



U.S. Department of Housing and Urban
Development
451 Seventh Street, SW
Washington, DC 20410
www.hud.gov

espanol.hud.gov

Environmental Assessment Determinations and Compliance Findings for HUD-assisted Projects 24 CFR Part 58

**This is a suggested format that may be used by Responsible Entities to document completion of an
Environmental Assessment.**

Project Information

Project Name: 124-130 Spruce St. Parking Lot

Responsible Entity: Town of Manchester, 41 Center Street, P.O. Box 191, Manchester, CT
06040-0191

Grant Recipient (if different than Responsible Entity):

State/Local Identifier:

Preparer: David Laiuppa, Environmental Planner/Wetlands Agent

Certifying Officer Name and Title: Steve Stephanou, Town Manager

Grant Recipient (if different than Responsible Entity):

Consultant (if applicable):

Direct Comments to: dlaiuppa@manchesterct.gov

Project Location: 124 & 130 Spruce Street

Description of the Proposed Project [24 CFR 50.12 & 58.32; 40 CFR 1508.25]:

A new parking lot and related improvements to be installed at the northwest corner of Birch and Spruce Streets within a CDBG eligible census tract. The purpose of this project is to provide public parking for community resources and events, such as the neighborhood farmer's market and community gardens.

Statement of Purpose and Need for the Proposal [40 CFR 1508.9(b)]:

The proposed parking lot could benefit Manchester residents by providing parking and safe access to adjacent community resources and events, such as the community garden and events held at the East Side Neighborhood Resource Center across the street. The parking lot would enable residents to utilize the market's supplemental nutrition programs, support local farmers, food vendors and artisans, and support the growth of a more equitable food justice system in Manchester.

Most of the neighborhoods surrounding the proposed project area are low/moderate income block groups. A majority of residents who participate in the Spruce Street Community Garden are residents of the surrounding neighborhoods and utilize the program as a means to supplement food access.

Existing Conditions and Trends [24 CFR 58.40(a)]:

The proposed project would construct a 26-stall public parking lot on Town-owned parcels located at 124 and 130 Spruce Street. These two parcels, located at the northwest corner of the Birch Street/Spruce Street intersection, are currently vacant. The new parking lot would serve the surrounding neighborhoods by providing off-street parking for the many community events held at the adjacent East Side Community Center and Nathan Hale school sites. The Neighborhoods & Families Division, who oversees programming at these two Spruce Street locations, intentionally offers programming that meets the socioeconomic needs of the East Side neighborhood, namely through the Spruce Street Farmers Market and Spruce Street Community Garden. As the East Side neighborhood is classified as a "food desert" due to its lack of access to healthy, affordable produce and food items, both the Spruce Street Farmers Market and Community Garden offer supplemental nutrition programs that not only increase access to affordable food items, but also provides the opportunity for residents to grow their own food themselves. Programs such as the market's SNAP doubling program (customers paying with EBT/SNAP can double their spending up to \$20.00 for use on SNAP-eligible items) and the Power of Produce Program (all children 17 & under receive a free voucher each market to use on any fresh fruits or vegetables) help to establish a more just food system in the East Side neighborhood, and the proposed project would allow for greater program attendance and supplemental nutrition outreach.

Funding Information

| Grant Number | HUD Program | Funding Amount |
|---------------------|--------------------|-----------------------|
| B-18-MC-09-0020 | CDBG | \$18,298.00 |
| B-19-MC-09-0020 | CDBG | \$4,067.47 |
| B-20-MC-09-0020 | CDBG | \$66,415.00 |
| B-21-MC-09-0020 | CDBG | \$50,000.00 |

Estimated Total HUD Funded Amount: \$138,780.47

Estimated Total Project Cost (HUD and non-HUD funds) [24 CFR 58.32(d)]: \$138,780.47

Compliance with 24 CFR 50.4, 58.5, and 58.6 Laws and Authorities

Record below the compliance or conformance determinations for each statute, executive order, or regulation. Provide credible, traceable, and supportive source documentation for each authority. Where applicable, complete the necessary reviews or consultations and obtain or note applicable permits of approvals. Clearly note citations, dates/names/titles of contacts, and page references. Attach additional documentation as appropriate.

| Compliance Factors: Statutes, Executive Orders, and Regulations listed at 24 CFR §58.5 and §58.6 | Are formal compliance steps or mitigation required? | Compliance determinations |
|---|--|-----------------------------------|
| STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR 50.4 and 58.6 | | |
| Airport Hazards 24 CFR Part 51 Subpart D | Yes No <input type="checkbox"/> <input checked="" type="checkbox"/> | No designated Airport Clear Zones |
| Coastal Barrier Resources Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501] | Yes No <input type="checkbox"/> <input checked="" type="checkbox"/> | No Coastal Barrier Resources |
| Flood Insurance Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5154a] | Yes No <input type="checkbox"/> <input checked="" type="checkbox"/> | No Special Flood Hazard Area |
| STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR 50.4 & 58.5 | | |
| Clean Air Clean Air Act, as amended, particularly section 176(c) & (d); 40 CFR Parts 6, 51, 93 | Yes No <input type="checkbox"/> <input checked="" type="checkbox"/> | N/A to proposed activities |

| | | |
|--|---|---|
| Coastal Zone Management Coastal Zone Management Act, sections 307(c) & (d) | Yes No <input type="checkbox"/> <input checked="" type="checkbox"/> | Not a Coastal Management Area |
| Contamination and Toxic Substances 24 CFR Part 50.3(i) & 58.5(i)(2) | Yes No <input type="checkbox"/> <input checked="" type="checkbox"/> | Both lots were former sites of residential structures; 124 Spruce was demolished in 1994 and 130-132 Spruce was demolished in 1996. See attached map record. No applicable records of contamination and/or toxic substances found. Sources reviewed include: DEEP "List of Contaminated or Potentially Contaminated Sites"; Brownfields records; Land Use Restriction records. |
| Endangered Species Endangered Species Act of 1973, particularly section 7; 50 CFR Part 402 | Yes No <input type="checkbox"/> <input checked="" type="checkbox"/> | State and Federal Listed Species map |
| Explosive and Flammable Hazards 24 CFR Part 51 Subpart C | Yes No <input type="checkbox"/> <input checked="" type="checkbox"/> | No applicable records found |
| Farmlands Protection Farmland Protection Policy Act of 1981, particularly sections 1504(b) and 1541; 7 CFR Part 658 | Yes No <input type="checkbox"/> <input checked="" type="checkbox"/> | Site not situated in prime farmland soils. Soils were previously disturbed by development. |
| Floodplain Management Executive Order 11988, particularly section 2(a); 24 CFR Part 55 | Yes No <input type="checkbox"/> <input checked="" type="checkbox"/> | FIRM Hartford County, CT Panel 09003C0394F, Effective Date Sept. 26, 2008 |
| Historic Preservation National Historic Preservation Act of 1966, particularly sections 106 and 110; 36 CFR Part 800 | Yes No <input type="checkbox"/> <input checked="" type="checkbox"/> | See letter from Historic Preservation Office dated 4/16/2024 attached. |
| Noise Abatement and Control Noise Control Act of 1972, as amended by the Quiet Communities Act of 1978; 24 CFR Part 51 Subpart B | Yes No <input type="checkbox"/> <input checked="" type="checkbox"/> | Unacceptable noise exposure not anticipated from this project. During the construction phase of the project there will be a temporary increase in noise levels. These temporary construction impacts will be restricted by the most recent version of the |

| | | |
|---|--|--|
| | | Town of Manchester's "Public Improvement Standards". |
| Radon | Yes No <input type="checkbox"/> <input checked="" type="checkbox"/> | The proposed project does not involve a structure that is or is intended to be occupied for at least four (4) hours a day. |
| Sole Source Aquifers Safe Drinking Water Act of 1974, as amended, particularly section 1424€; 40 CFR Part 149 | Yes No <input type="checkbox"/> <input checked="" type="checkbox"/> | Not within an EPA Region 1 Sole Source Aquifer |
| Wetlands Protection Executive Order 11990, particularly sections 2 and 5 | Yes No <input type="checkbox"/> <input checked="" type="checkbox"/> | U.S. Fish & Wildlife Service National Inventory Map, watercourse piped under property, project will have no impact |
| Wild and Scenic Rivers Wild and Scenic Rivers Act of 1968, particularly section 7(b) and (c) | Yes No <input type="checkbox"/> <input checked="" type="checkbox"/> | Only designated Wild and Scenic Rivers in CT are the Farmington River in New Hartford and Canton and the Eight Mile River in East Haddam, Lyme and Salem |
| ENVIRONMENTAL JUSTICE | | |
| Environmental Justice Executive Order 12898 | Yes No <input type="checkbox"/> <input checked="" type="checkbox"/> | The scope of the proposed project will not negatively impact the living conditions of Environmental Justice populations. |

Environmental Assessment Factors [24 CFR 58.40; Ref. 40 CFR 1508.8 & 1508.27] Recorded below is the qualitative and quantitative significance of the effects of the proposal on the character, features and resources of the project area. Each factor has been evaluated and documented, as appropriate and in proportion to its relevance to the proposed action. Verifiable source documentation has been provided and described in support of each determination, as appropriate. Credible, traceable and supportive source documentation for each authority has been provided. Where applicable, the necessary reviews or consultations have been completed and applicable permits of approvals have been obtained or noted. Citations, dates/names/titles of contacts, and page references are clear. Additional documentation is attached, as appropriate. **All conditions, attenuation or mitigation measures have been clearly identified.**

Impact Codes: Use an impact code from the following list to make the determination of impact for each factor.

- (1) Minor beneficial impact
- (2) No impact anticipated
- (3) Minor Adverse Impact – May require mitigation
- (4) Significant or potentially significant impact requiring avoidance or modification which may require an Environmental Impact Statement

| Environmental Assessment Factor | Impact Code | Impact Evaluation |
|--|-------------|--|
| LAND DEVELOPMENT | | |
| Conformance with Plans / Compatible Land Use and Zoning / Scale and Urban Design | 1 | The proposed project will create a new municipal parking lot to provide public parking for neighborhood resources and events. This will allow the Town to maintain needed public parking in the area without limiting the redevelopment of a nearby municipal lot that includes a vacant structure, which is compatible with goals of the Town's 10-year Plan of Conservation and Development (POCD) which recommend the adaptive reuse of vacant parcels and structures. It also meets the requirements of the zoning regulations, and the scale is compatible with the surrounding neighborhood. |
| Soil Suitability/ Slope/ Erosion/ Drainage/ Storm Water Runoff | 2 | Soils at the project location are classified as Manchester-Urban land complex, 0 to 3 percent slopes with a drainage class of "excessively drained" and depth to water table of more than 80 inches (source: USGS Web Soils Survey). The soils are sufficiently permeable. The site is relatively flat, and risk of erosion is minimal. Natural drainage is in the southwesterly direction, with any runoff that does not infiltrate following the curblineline of Birch Street westerly and eventually entering the municipal storm system. |
| Hazards and Nuisances including Site Safety and Noise | 2 | The proposed project will not be affected by any known natural or man-made hazards or nuisances, and the project itself is not a noise-generating facility. |

| Environmental Assessment Factor | Impact Code | Impact Evaluation |
|---|-------------|--|
| SOCIOECONOMIC | | |
| Employment and Income Patterns | 2 | Project is not anticipated to provide employment or impact to the income patterns of the served populations. |
| Demographic Character Changes, Displacement | 2 | Project will not alter the demographics – change will be from a vacant lot to a parking lot. |
| Environmental Justice | 1 | Anticipated accessibility to nearby services (i.e. farmer's market & community gardens) at this location may provide a minor beneficial impact to environmental justice populations. |

| Environmental Assessment Factor | Impact Code | Impact Evaluation |
|--|-------------|---|
| COMMUNITY FACILITIES AND SERVICES | | |
| Educational and Cultural Facilities | 2 | The proposed project will have no effect on schools or student population. The new parking lot will provide public parking for nearby neighborhood facilities and events, including the Spruce Street community garden and farmers' market. |

| | | |
|--|---|--|
| Commercial Facilities | 2 | The proposed project is not commercial and is not related to any commercial use. No impact on existing commercial enterprises is anticipated. |
| Health Care and Social Services | 2 | The proposed project will not increase or decrease health care or social services. |
| Solid Waste Disposal / Recycling | 2 | The proposed project will not have an impact on waste disposal or recycling. |
| Waste Water / Sanitary Sewers | 2 | The proposed project will not impact wastewater or sanitary sewers. |
| Water Supply | 2 | The proposed project will not impact water supply. |
| Public Safety - Police, Fire and Emergency Medical | 2 | The proposed project will not impact public safety services. |
| Parks, Open Space and Recreation | 3 | The proposed project may be considered to have a minor negative impact to open space because the existing vacant lots will become paved surfaces. |
| Transportation and Accessibility | 1 | The proposed project is a parking lot and may provide increased access to transportation services. Accessibility to area programs and events will be improved. |

| Environmental Assessment Factor | Impact Code | Impact Evaluation |
|--|-------------|---|
| NATURAL FEATURES | | |
| Unique Natural Features, Water Resources | 2 | The proposed project will not have any impacts on unique features or water resources. |
| Vegetation, Wildlife | 2 | The proposed project will not have any impacts on vegetation or wildlife. |
| Other Factors | | |

| Environmental Assessment Factor | Impact Code | Impact Evaluation |
|---------------------------------|-------------|--|
| CLIMATE AND ENERGY | | |
| Climate Change Impacts | 2 | The proposed project will not have an impact on climate change. |
| Energy Efficiency | 2 | The proposed project will not have an impact on energy efficiency. |

Additional Studies Performed: N/A

Field Inspection (Date and completed by): April 11, 2024 – Town Engineer

List of Sources, Agencies and Persons Consulted [40 CFR 1508.9(b)]:

- DEEP Natural Diversity Database
- DEEP “List of Contaminated or Potentially Contaminated Sites”
- Manchester, CT Brownfield Site database
- Manchester, CT Land Use Restriction database
- USDA Soils mapping
- FEMA floodplain mapping
- CT State Historic Preservation Office
- USFWS wetland mapping
- EPA Region 1 – sole source aquifer mapping
- US Census
- Manchester Plan of Conservation and Development

List of Permits Obtained: N/A

Public Outreach [24 CFR 50.23 & 58.43]:

A public comment period was held for the reprogramming of funds for this project. This involved publishing an ad in the Journal Inquirer with a 16-day review period and an additional 15-day review period once the information was forwarded to HUD.

A Town Manager’s Report on proposed neighborhood enhancements was provided at the March 5, 2024 meeting of the Town’s Board of Directors, which allowed for feedback from Directors and from the public.

Cumulative Impact Analysis [24 CFR 58.32]:

The proposed project would not contribute to a significant cumulative impact under the National Environmental Policy Act. This project is consistent with zoning and with neighborhood enhancements planned for the near future. Proposed future enhancements include but are not limited to:

- A pocket park on the southwest corner of Birch St (across from this proposed parking lot) at the current location of a parking lot.
- A new pedestrian walkway connecting Spruce and Cottage Streets.
- An expanded sidewalk, pedestrian lighting and patio area along Spruce St. frontage area.
- A raised speed table with textured pavement to allow for safe pedestrian crossings between the east and west sides of Spruce St.

Identification of funding sources for specific neighborhood improvements are still underway.

Alternatives [24 CFR 58.40(e); 40 CFR 1508.9]

There are no reasonable alternatives within the direct vicinity of this site. The lots in question, 124 & 130 Spruce St., are located within a dense neighborhood where there is very limited vacant space. These are town-owned lots not being used for any specific purpose.

No Action Alternative [24 CFR 58.40(e)]:

The no action alternative would not construct a parking lot on the town-owned vacant parcels. This would result in a net loss of parking for neighborhood programs and events. Future neighborhood improvements are planned as part of the sale of a former elementary school for private development. This includes redevelopment of an existing parking lot into a pocket park, thereby losing those parking spaces. The proposed new parking lot would help prevent the loss of parking spaces and related negative impacts on area residents (parking on people's lawns, blocking driveways, etc.) and an overall decrease in accessibility to events.

Summary of Findings and Conclusions:

The Town of Manchester is proposing construction of a new parking lot on two vacant town-owned parcels. Both parcels were formally occupied by residential structures that were demolished in the 90's. Construction of this lot will provide immediate improved accessibility to neighborhood resources, such as the East Side Neighborhood Resource Center and its adjacent community gardens, as well as events such as the farmers' market. The project is within an LMA and is an area of focus for the use of CDBG funds. The lot will provide more equitable access to fresh and healthy foods for lower-income residents.

The project will have no significant negative environmental impacts but will have a slight beneficial impact on transportation and accessibility, environmental justice and conformance with plans/compatible land use and zoning. This project will support efforts to implement the Town's Plan of Conservation and Development through the adaptive re-use of a vacant parcel, particularly due to its location in a dense neighborhood.

Based on the review of all environmental factors outlined within the environmental assessment, this project will not have significant environmental impacts.

Mitigation Measures and Conditions [40 CFR 1505.2(c)]

Summarize below all mitigation measures adopted by the Responsible Entity to reduce, avoid, or eliminate adverse environmental impacts and to avoid non-compliance or non-conformance with the above-listed authorities and factors. These measures/conditions must be incorporated into project contracts, development agreements, and other relevant documents. The staff responsible for implementing and monitoring mitigation measures should be clearly identified in the mitigation plan.

| Law, Authority, or Factor | Mitigation Measure |
|--|---|
| Noise Abatement and Control | Conformance to Manchester's <i>Public Improvement Standards</i> |
| Conformance with Plans / Compatible Land Use and Zoning / Scale and Urban Design | Conformance with Manchester's Plan of Conservation and Development (POCD) & Manchester's Zoning Regulations |
| Soil Suitability/ Slope/ Erosion/ Drainage/ Storm Water Runoff | Conformance to Manchester's <i>Public Improvement Standards</i> . Inclusion of a biofiltration swale in the project design. |
| Parks, Open Space and Recreation | Plans to redevelop the existing public parking lot across Birch St. into a pocket park will mitigate the negative impact from the loss of open space to create this proposed parking lot. |

Determination:

☒ **Finding of No Significant Impact** [24 CFR 58.40(g)(1); 40 CFR 1508.27]
The project will not result in a significant impact on the quality of the human environment.

☐ **Finding of Significant Impact** [24 CFR 58.40(g)(2); 40 CFR 1508.27]
The project may significantly affect the quality of the human environment.

Preparer Signature: David Laiuppa Date: 4/18/24

Name/Title/Organization: David Laiuppa / Environmental Planner / Town of Manchester, CT

Certifying Officer Signature: [Signature] Date: 4-19-24

Name/Title: Steve Stephano / Town Manager

This original, signed document and related supporting material must be retained on file by the Responsible Entity in an Environmental Review Record (ERR) for the activity/project (ref: 24 CFR Part 58.38) and in accordance with recordkeeping requirements for the HUD program(s).

**TOWN OF MANCHESTER
PLANNING DEPARTMENT**

TO: File

FROM: David Laiuppa, Environmental Planner/Wetlands Agent

DATE: April 18, 2024

RE: Environmental Review for Historic Designations

As part of the U.S. Department of Housing and Urban Development's environmental requirements, a review must be conducted. Among items that must be reviewed are the impacts to historic properties. Please review the National Historic Preservation Act of 1966, Section 106; the Preservation of Historic and Archaeological Data Act of 1974; Executive Order 11593, Protection and Enhancement of the Cultural Environment.

Please determine if the enclosed project application will impact Manchester's Historic Properties.

Project: 124 & 130 Spruce Street

- A. Historic Designation: Historic
- B. Determination of Impact: No Impact




David Laiuppa
Signature

4/18/24
Date

Natural Diversity Data Base Areas

MANCHESTER, CT

December 2023

-  State and Federal Listed Species
-  Critical Habitat
-  Town Boundary

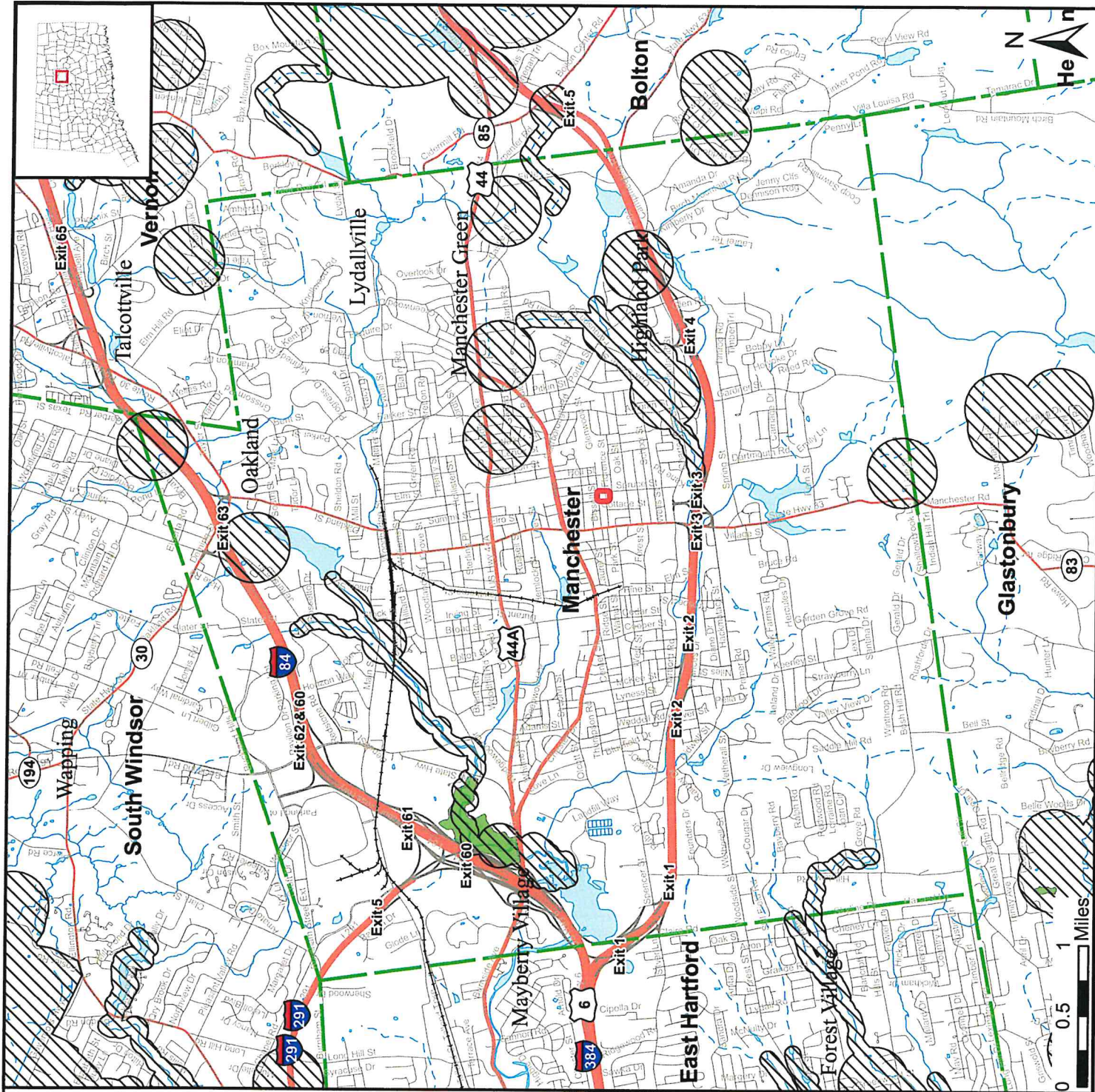
NOTE: This map shows known locations of State and Federal Listed Species and Critical Habitats. Information on listed species is collected and compiled by the Natural Diversity Data Base (NDDDB) from a variety of data sources. Exact locations of species have been buffered to produce the generalized locations.

This map is intended for use as a preliminary screening tool for conducting a Natural Diversity Data Base Review Request. To use the map, locate the project boundaries and any additional affected areas. If the project is within a hatched area there may be a potential conflict with a listed species. For more information, use DEEP ezFile <https://efilings.deep.ct.gov/DEEPPortal/> to submit a Request for Natural Diversity Data Base State Listed Species Review or Site Assessment. More detailed instructions are provided along with the request form on our website.

<https://portal.ct.gov/deep-nddbrequest>

Use the CTECO Interactive Map Viewers at <http://cteco.uconn.edu> to more precisely search for and locate a site and to view aerial imagery with NDDDB Areas.

QUESTIONS: Department of Energy and Environmental Protection (DEEP)
79 Elm St, Hartford, CT 06106
email: deep.nddbrequest@ct.gov
Phone: (860) 424-3011



FARMLAND SOILS MANCHESTER, CONNECTICUT

LEGEND

- Prime Farmland Soils are those soils that have the best combination of physical and chemical characteristics for producing food, fiber, and other crops. They are the most productive and most secure source of food and fiber for the Nation. They are the most important natural resource for the Nation.
- Statewide Important Farmland Soils are those soils that have the best combination of physical and chemical characteristics for producing food, fiber, and other crops. They are the most productive and most secure source of food and fiber for the State.
- Farmland soils are those soils that have the best combination of physical and chemical characteristics for producing food, fiber, and other crops. They are the most productive and most secure source of food and fiber for the land.

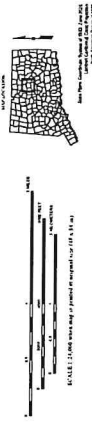
- Open Water
- Flow Branch, Ocean
- Town Boundary
- State Boundary
- County Boundary
- Interstate Highway
- US Route Highway
- State Route Highway
- Highway Ramp
- Local Road
- Railroad

EXPLANATION

The map displays soil data as defined by the National Resources Inventory (NRI) and the National Resources Inventory (NRI) for the State of Connecticut. The map is based on the NRI data for the State of Connecticut, which is the most current and accurate data available for the State. The map is based on the NRI data for the State of Connecticut, which is the most current and accurate data available for the State.

DATA SOURCES

Soil data was obtained from the National Resources Inventory (NRI) and the National Resources Inventory (NRI) for the State of Connecticut. The map is based on the NRI data for the State of Connecticut, which is the most current and accurate data available for the State. The map is based on the NRI data for the State of Connecticut, which is the most current and accurate data available for the State.

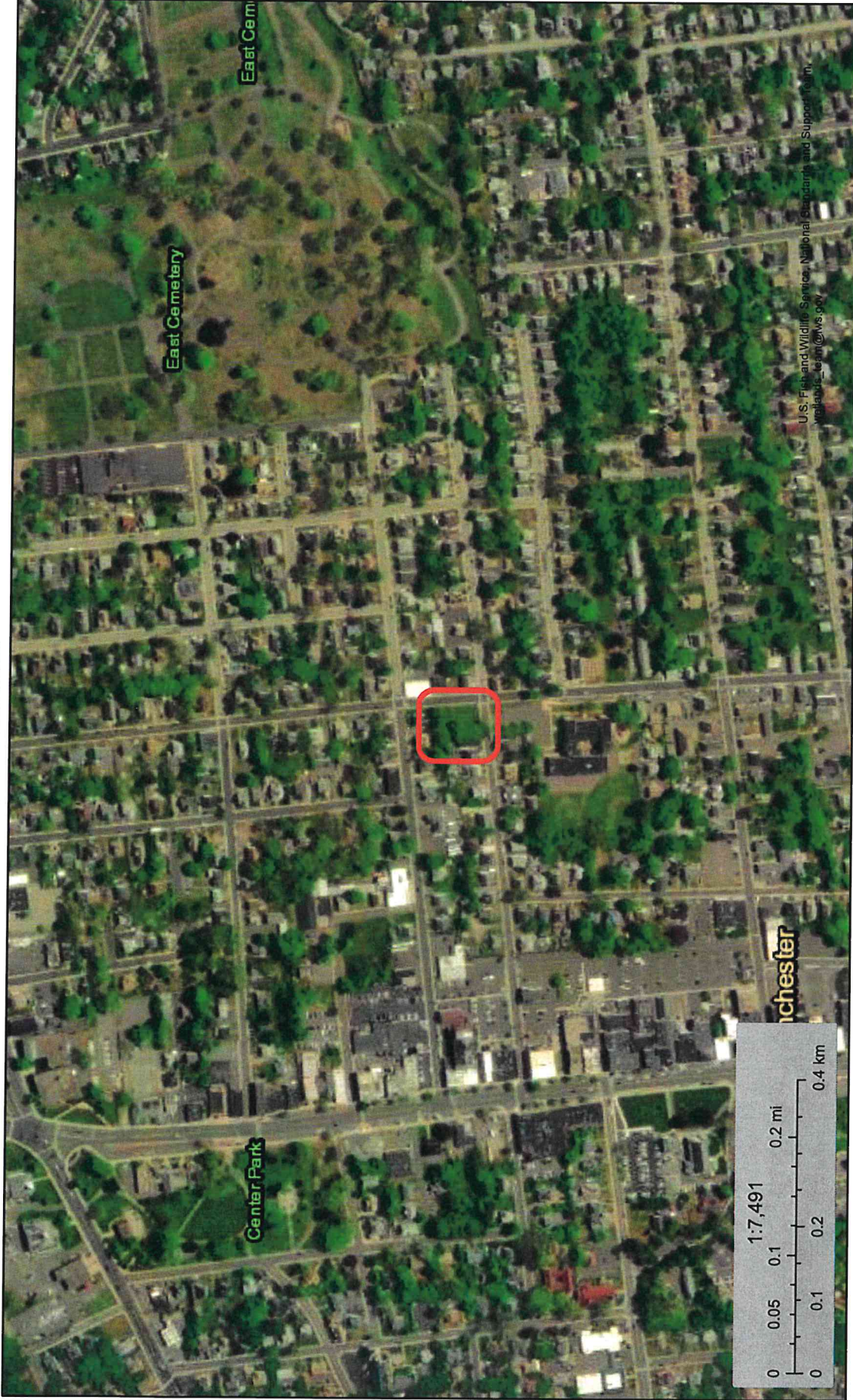




U.S. Fish and Wildlife Service

National Wetlands Inventory

124 & 130 Spruce Street



April 2, 2024

Wetlands

- Estuarine and Marine Deepwater
- Estuarine and Marine Wetland

- Freshwater Emergent Wetland
- Freshwater Forested/Shrub Wetland
- Freshwater Pond

- Lake
- Other
- Riverine

This map is for general reference only. The US Fish and Wildlife Service is not responsible for the accuracy or currentness of the base data shown on this map. All wetlands related data should be used in accordance with the layer metadata found on the Wetlands Mapper web site.

STREET

BIRCH

0791
Maria Levchuk &
M. F. Levchuk
~~Alvin Smith~~

Julius Janssen &
Helen Janssen

Geo. L. Setts

Sr. No.

105-131-1381

Wm H. Schielde

SPRUE STREET

96.8 5-31-68

James Finnegan

Mutual 95 pt of way

James Finnegan
Personal 95 pt. of way

Charles Tack &
 Carolina Tack

~~August F. Frachey.~~

Susanna Lauff

Mary Reardon
Elizabeth Reardon
Julia Reardon
Agnes Reardon

Catherine Sullivan

96611996
D.O.W.D.

7661
DOWD

Ernest C. & Walter

H. Borst

100.52

Mary Reardon
Elizabeth Reardon
Julia Reardon
Agnes Reardon

Catherine Sullivan

130.0
128.4

130
130



TOWN OF MANCHESTER

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

CD034 PROGRAM YEAR: OCTOBER 1, 2024 – SEPTEMBER 30, 2025

FUNDING APPLICATION

Eligibility for Projects/Activities:

For an application to be considered for funding, the following qualifications must be met:

- The proposed activity must meet a national objective of the CDBG Program: benefit low- and moderate-income persons, aid in the prevention or elimination of slums or blight, or meet an urgent need;
- The proposed activity must be listed as an “eligible” activity in the CDBG regulations; and
- The proposed activity must address a priority need as outlined in Manchester’s 2020-2024 Consolidated Plan.

Please Note:

- If you are applying for more than one project, please submit a separate application for each and include a prioritized list of applications submitted.
- Funds will not be available until the program year begins October 1, 2024.
- The Town may not be able to fund all applicants or fund an applicant’s full requested amount.
- Programs may serve residents of any town, however CDBG funds can only be used to serve Manchester residents.
- All funding applicants must have a Unique Entity ID (UEI) number and active SAM registration.
<https://sam.gov/content/entity-registration>
- Funded sub-recipients will be required to collect and submit beneficiary race, ethnicity and income data.

Submission Requirements:

All applications must be completed in full and include all applicable documents listed in Section III: Checklist of Required Documents.

Questions regarding the application should be directed to:

Heather Guerette
Community Development Program Manager
P.O. Box 191
Manchester, CT 06045-0191
Phone: (860) 647-3106
Email: hguerette@manchesterct.gov

*** All applications must be received by 4:30 p.m. on Thursday, March 28, 2024. ***



TOWN OF MANCHESTER

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM PROJECT APPLICATION 2024-2025 PROGRAM YEAR

APPLICATION DUE DATE: March 28, 2024 at 4:30pm

I. GENERAL PROJECT INFORMATION:

| | | | |
|--|--------------|---|---|
| Proposed Project/Activity Name: | | Parking Lot – 124-130 Spruce Street | |
| Amount of CDBG Funds Requested: | | \$ 120,000.00 | |
| Name of Organization or Town Department: | | Town of Manchester Public Works Department | |
| Applicant Mailing Address: | | 494 Main St. P.O. Box 191 Manchester, CT 06045-0191 | |
| President/Executive Director/ Department Head Contact Information: | | Tim Bockus | |
| Project Location Address: | | 124-130 Spruce Street Manchester, CT | |
| Name and Title of Primary Contact for Grant Application and Project: | | Jeff LaMalva, Town Engineer | |
| Phone: | 860-647-3158 | E-mail: | jlmalva@manchesterct.gov |
| Unique Entity ID (UEI) No. | CPWCTJ8M6ND8 | Does your organization have a current System for Award Management (SAM) registration? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Expires: _____ |
| <p>Note: All recipients of federal funds are required to have a UEI number and active registration in the SAM database. Information on how to register (or to make sure your registration is current) is available here: https://sam.gov/content/entity-registration</p> <p>Your organization must have an active SAM registration to be considered for funding.</p> | | | |

II. APPLICANT DESCRIPTION:

| | |
|-------------------------------------|-------------------------------|
| <input checked="" type="checkbox"/> | Town of Manchester Department |
| <input type="checkbox"/> | Nonprofit Organization |
| <input type="checkbox"/> | Other Government Agency |

Provide a **brief** description of your organization or department including your mission, services provided, and clientele served. Please indicate whether your organization/department has experience carrying out a federally funded project/activity.

The Public Works Department is responsible for the maintenance of public infrastructure in Manchester, including streets, sidewalks, traffic signals, bridges, parks and storm drainage facilities. The Engineering Division of Public Works has extensive experience managing the construction of sidewalk projects.

III. CHECKLIST OF REQUIRED DOCUMENTS:

Note: This completed checklist must be turned in with the application.

The documents listed below are required of nonprofits applying for CDBG Public Service funds:

- ☐ Proof of current non-profit tax status (prove exempt under IRS Code 501(c)(3))
- ☐ A copy of most current audited Financial Statements
- ☐ List of current Board members

The following documents are required from **all applicants**:

- ☒ Complete project budget showing revenues and expenditures (Form A or similar)
- ☒ Rehabilitation and construction projects must include a contractor/architect/engineer estimate.
- ☐ If submitting multiple requests, a prioritized list of projects/activities must be included.

IV. CERTIFICATION:

"I certify that I have reviewed this application and, to the best of my knowledge and belief, the information provided in this application is true.

Jeff LaMalva, Town Engineer

Name & Title

3/25/24

Date

V. NATIONAL OBJECTIVE:

All CDBG funded projects must meet one of the following national CDBG objectives:

| | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <p>Benefits a low/moderate income area. (See qualifying area map at end of application)</p> <p>Activity meets needs of low/moderate-income (LMI) persons residing in an area where at least 51% of residents are LMI. Note: An Area Benefit activity is available to all persons in the neighborhood regardless of income. However, the area where the activity is located must qualify as an LMI neighborhood.</p> |
| <input type="checkbox"/> | <p>Benefits a low/moderate clientele. (See low/moderate income limits chart below)</p> <p>Activity benefits a specific group of people who qualify as low/moderate income (LMI) persons. The activity must meet one (1) of the criteria below. If your proposed project/activity qualifies under one of the subcategories, check the applicable box:</p> <p><input type="checkbox"/> Project/activity maintains client records on income and family size documenting that such persons qualify as LMI.</p> <p><input type="checkbox"/> Project/activity has income eligibility requirements that limit the activity exclusively to LMI persons.</p> <p><input type="checkbox"/> Project/activity is of such a nature and location that it may be concluded the clientele are primarily LMI persons.</p> <p><input type="checkbox"/> Project/activity clientele are presumed (by HUD) to be principally LMI persons (i.e. homeless, battered spouses, severely handicapped adults, elderly persons)</p> |
| <input type="checkbox"/> | <p>Aids in the prevention or elimination of slums or blight.</p> |
| <input type="checkbox"/> | <p>Meets an Urgent Need (as defined in 24 CFR 570.208(c))</p> <p>Recipient must certify the activity is designed to alleviate existing conditions which pose a serious and immediate threat to the health and welfare of the community which are of recent origin or recently became urgent, that the recipient is unable to finance the activity on its own, and that other sources of funds are not available. Note: at least 70% of a community's funds must be used to meet a low/moderate income objective (above).</p> |

Low- and Moderate-Income Guidelines: At least 51% of the funded activity's participants or beneficiaries must meet HUD's low/moderate-income guidelines for Manchester. Current income guidelines/limits by number of persons per household are as follows:

| Income Category | 1P HH | 2P HH | 3P HH | 4P HH | 5P HH | 6P HH | 7P HH | 8P HH |
|------------------|----------|----------|----------|----------|-----------|-----------|-----------|-----------|
| Low-Income (80%) | \$66,150 | \$75,600 | \$85,050 | \$94,500 | \$102,100 | \$109,650 | \$117,200 | \$124,750 |

Effective June 2023

For Projects That Benefit AREAS

- A) *If your project would serve a **low/moderate income area** (i.e. capital or physical improvements) describe the location of the project or the area to be served.*

** A map can be attached to the application to provide more detail about project location. **

The project is located at the northwest corner of the Birch Street/Spruce Street intersection and will serve several of the surrounding low/moderate income block groups.

For Projects That Benefit PERSONS

- B) *Provide information that demonstrates your project or program will benefit a majority (51%) low/moderate income persons, as required for CDBG funding.*

Unlimited Space Available

- C) *Describe how you will collect and document the income of your clientele to ensure at least 51% of beneficiaries will be low/moderate income. Please also indicate how you will document the race/ethnicity of all program participants, as well as the number of female-headed households, in accordance with HUD's reporting requirements. (Sample data collection forms are attached for public service and housing rehabilitation, along with information on the race and ethnicity categories.)*

Unlimited Space Available

For Projects That Prevent/Eliminate Slum or Blight

- D) *Please describe the blighted area/site and how your project aligns with this national objective.*

Unlimited Space Available

For Projects That Meet an Urgent Need

- E) *Please describe the urgent need that will be met and how your project will alleviate the problem.*

Unlimited Space Available

VI. PROJECT DESCRIPTION:

Please provide the following information:

A) General Project Information

1. Describe the project or activity for which funds are requested and the proposed use of CDBG funds:

The proposed project would construct a 26-stall public parking lot on Town owned parcels located at 124 and 130 Spruce Street. The two parcels located at the northwest corner of the

Birch Street/Spruce Street intersections are currently vacant. The new parking lot would serve the surrounding neighborhoods by providing off-street parking for the many community events held at the adjacent East Side Community Center and Nathan Hale school sites. The Neighborhoods & Families Division, who oversees programming at these two Spruce Street locations, intentionally offers programming that meets the socioeconomic needs of the East Side neighborhood, namely through the Spruce Street Farmers Market and Spruce Street Community Garden. As the East Side neighborhood is classified as a "food desert" due to its lack of access to healthy, affordable produce and food items, both the Spruce Street Farmers Market and Community Garden offer supplemental nutrition programs that not only increase access to affordable food items, but also provides the opportunity for residents to grow their own food themselves. Programs such as the market's SNAP doubling program (customers paying with EBT/SNAP can double their spending up to \$20.00 for use on SNAP-eligible items) and the Power of Produce Program (all children 17 & under receive a free voucher each market to use on any fresh fruits or vegetables) help to establish a more just food system in the East Side neighborhood, and the proposed project would allow for greater program attendance and supplemental nutrition outreach.

2. List of locations where activity will be provided:

The construction will be at 124 and 130 Spruce Street.

3. List of staff positions that will carry out the activity:

The construction work will be contracted out. Inspection and construction management will be performed using Engineering Division staff (primarily the Chief Construction Inspector).

B) Outcomes and Persons Served:

1. The number of unduplicated Manchester residents (individuals or households) expected to be served:

The proposed parking lot could benefit thousands of Manchester residents by providing parking and safe access to adjacent community resources and events. Over the course of the 2023 Spruce Street Farmers Market season, the market served over 10,000 customers with the limited parking that was available at the Nathan Hale school building. The proposed parking lot would allow further access to the market for countless Manchester residents, allowing these residents to utilize the market's supplemental nutrition programs, support local farmers, food vendors and artisans, and support the growth of a more equitable food justice system in Manchester.

2. Of those served, the number of unduplicated individuals/households who will be of low/moderate income:

Most of the neighborhoods surrounding the proposed project area are low/moderate income block groups. A majority of the residents who participate in the Spruce Street Community Garden are residents of the surrounding neighborhoods and utilize the program as a means to supplement food access.

3. The expected outcome of the project or activity:

It is expected that the project will enhance and bring more residents from the surrounding neighborhoods to the community resources and events located in this area. In addition to the farmers market and community garden programs, this project would bring more residents to the Town's cultural celebrations at the adjacent Market Field. Annual programs such as the Juneteenth Freedom Day Commemoration and Hispanic Heritage Month Celebration not only celebrate those that make up the Manchester community, but they also provide a voice to

residents who have been historically marginalized or underrepresented due to their race, gender, ethnicity, sexuality, or other background factors.

C) Project Timeline:

1. Over what time period will the project or activity be offered?

Construction of the parking lot is anticipated to begin in June 2024 and take approximately 4-6 weeks to complete.

2. How long will it take for funds to be spent:

**Please note: public service projects must spend all grant funds received during the designated program year (10/1-9/30).*

Funds are expected to be spent by August 1, 2024.

D) What measurable outcomes will be tracked? How will you measure program outcomes?

The Recreation Department can track attendance at certain events held in the area. Also, random visual counts of cars in the parking lot can be done post construction. At each weekly farmers market, the following information is tracked: attendance, EBT/SNAP dollars spent, EBT/SNAP usage by zip code, and total nutrition incentive dollars redeemed (Double SNAP program & Power of Produce program). These numbers can be compared to historical information and can highlight any new trends in market access.

VII. CONFLICT OF INTEREST:

Are you aware of any potential conflict of interest between any employee working on this project or activity or Board member representing your agency, and any employee, official, or agent of the Town of Manchester engaged in the award or administration of Community Development Block Grant funds?

An example of a potential conflict of interest is a person employed by your agency or on the Board of Directors of your agency who is related to or has a relationship with a member of the Board of Directors, the Town Manager, or a member of the Town's Planning & Economic Development Department.

☒ NO ☐ YES Please explain: _____

VIII. BUDGET:

A) General Budget Information

Please provide a complete annual budget for the project/activity for which you are requesting CDBG funds.

FORM A

In Column A, list items for which you anticipate the need for CDBG funds.
In Column B, provide the calculation determining estimated cost of the line item.
In Column C, provide the requested amount of CDBG funds.

Other formats may be used if the same relevant information is provided.

| A. Budget Item | B. Calculation | C. CDBG Request |
|---------------------------------|---|-----------------|
| PERSONNEL | | |
| Salaried Positions – Job Titles | Provide rate of pay (hours/salary) & % of time spent on project | |
| | | |
| | | |
| | | |
| Salaries Total | | |
| Fringe benefits | | |
| PERSONNEL TOTAL | Total of Personnel & Fringe Benefits | |
| OPERATING COSTS | Provide description/calculation for each estimated line item | |
| Rent/Lease | | |
| Utilities | | |
| Telephone | | |
| Supplies | | |
| Insurance | | |
| Printing | | |
| Other | | |
| Other | | |
| TOTAL OPERATING | | |
| BUDGET TOTAL | | |

B) Additional Funding Sources

Describe plans to use other funds to support the proposed project. **In this section, describe only funds secured for this project.** Provide the source of funds and amounts.

| Source of Funds | Amount of Funds | Name of Grant |
|--------------------|-----------------|---------------|
| Federal Government | | |
| Federal Government | | |
| State Government | | |
| State Government | | |
| Local Government | | |
| Local Government | | |
| Private Funds | | |
| Other | | |