



Natick Community & Economic Development

BUILDING • PLANNING • ZONING • CONSERVATION
 Town of Natick, 13 E. Central Street Natick, MA 01760
 www.NatickMA.gov • (508) 647 – 6450

Natick Letter of Interest (“LOI”) Report

Thank you for submitting a Letter of Interest (“LOI”) with the Natick Community Preservation Committee (“CPC”). The LOI is the first phase of the CPA Project Proposal review process. The LOI review process was established as an opportunity to aid in the formalization of a CPA Project Proposal for those interested in submitting a CPA Project Proposal for Community Preservation Funding. This LOI Report is used to assist the CPC in their budgeting process, in addition to aiding a CPA Project Proposal move forward with a formal CPA Funding Request Application.

1. CPA Category Area	
<input type="checkbox"/> Open Space Preservation <input type="checkbox"/> Acquire <input type="checkbox"/> Create <input type="checkbox"/> Preserve <input type="checkbox"/> Rehabilitate/Restore	<input type="checkbox"/> Outdoor Recreation <input type="checkbox"/> Acquire <input type="checkbox"/> Create <input type="checkbox"/> Preserve <input type="checkbox"/> Rehabilitate/Restore
<input type="checkbox"/> Community (Affordable) Housing <input type="checkbox"/> Acquire <input type="checkbox"/> Create <input type="checkbox"/> Preserve <input type="checkbox"/> Rehabilitate/Restore <input type="checkbox"/> Support	<input checked="" type="checkbox"/> Historic Preservation <input type="checkbox"/> Acquire <input type="checkbox"/> Create <input type="checkbox"/> Preserve <input checked="" type="checkbox"/> Rehabilitate/Restore
Notes Property is located in the Natick Center Cultural District, and the Building/Structure is on the National Register Historic District	
2. Property Information	
Address/Assessor Map and Lot 14 East Central Street (Assessor Map 44, Lot 25)	
Property Owner Natick Inhab of the Town	Property Owner Permission for Use <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Zoning District Downtown Mixed-use (DM) Zoning District	Overlay Zoning District None
Historic & Cultural District Natick Center Cultural District	Easements/Restrictions <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Unsure
3. CPA Project Proposal Summary	
<p>The Town of Natick (the “CPA Project Proposal Team”) has filed a Letter of Interest (“LOI”) under the Historic Preservation CPA Category Area for internal and external restoration and rehabilitation for the historic portion of the Morse Institute Library located at 14 East Central Street (the “Property”).</p> <p>The CPA Project Proposal includes the rehabilitation and restoration of the historic High Victorian Gothic building (circa 1873), designed by architect George B. Thayer, which is a significant resource within the Natick Center National Register Historic District (established in 1977). The proposal includes several restoration efforts, such as restoring the original moldings, reglazing and painting the windows, re-pointing the masonry on the original building to maintain the integrity of the brick, and repairing the slate roof. These efforts are essential to preserving the historic character of the Morse Institute Library.</p> <p>Technical Scope of Work and Requirements</p> <ul style="list-style-type: none"> Exterior woodwork restoration: Complete evaluation, scraping, reshaping, and repainting of intricate window moldings including curved arch details. 	



Natick Community & Economic Development

BUILDING • PLANNING • ZONING • CONSERVATION
 Town of Natick, 13 E. Central Street Natick, MA 01760
 www.NatickMA.gov • (508) 647 – 6450

- Masonry repointing: Over two miles of repointing needed across entire library, with significant portion on historic section requiring expert third-party contractors.
- Slate roof repair: Comprehensive evaluation and repair of existing slate roofing with cracking and missing pieces requiring specialized assessment.
- All work must meet Secretary of Interior Standards for Treatment of Historic Properties using experienced contractors.

Goals and objectives of the CPA Project Proposal/LOI Filing

1. Continued use of the building located at 14 East Central Street as the Morse Institute Library
2. Restoration of the original moldings, reglazing and painting windows, re-pointing masonry on the original building, and slate roof repairs

4. LOI Filing Project Team

Project Team

Town of Natick (members of the Natick Department of Public Works, Natick Facilities, and Morse Institute Library)

6. CPA Project Proposal Timeline

Anticipated Town Meeting

2025 Fall Annual Town Meeting

Estimated Duration of Project

October 2025 – November 2026

7. CPA Project Proposal Budget

Estimated Project Amount

\$287,000

Number of Funding Requests

One funding request to complete project

8. LOI Meeting Review Minutes

LOI Team Attendees

Bill Ramage, CPC Chair; David Krentzman, CPC Vice-Chair; Steve Evers, CPC Member (Historical Commission Representative); David Gusmini, Building Commissioner; Michael Boudreau, Director of Health; John Digiaco, Assistant Town Engineer; and Amanda Loomis, Director of Community and Economic Development

CPA Proposal Project Team Attendees

Miki Wolfe, Director of the Morse Institute Library; Deborah Schatz, Facilities Project Manager/Architect; and Matt Montuori, Facilities Maintenance Manager

Summary of LOI Meeting

Ms. Wolfe presented an overview of the CPA Project Proposal, in which the Town is seeking \$287,000 for the rehabilitation and preservation of the historic section of the Morse Institute Library, located at 14 East Central Street. The CPA Project Proposal intends to preserve the integrity of the building envelope and the historic character of the Morse Institute Library.

Ms. Wolfe provided an overview of the interior and exterior renovations planned for the library. The interior renovations will involve scraping down and replacing, repainting, and restoring the woodworking. The exterior work includes re-pointing and re-grouting throughout the entire historical portion of the library, as well as repairing the slate roof. Ms. Schatz supported Ms. Wolfe's statements, emphasizing that re-pointing is crucial for maintaining the building's structural integrity.

Ms. Wolfe also clarified that the work described in the Letter of Intent (LOI) Filing goes beyond routine maintenance; it is categorized as rehabilitation and restoration. She referenced Natick 2030+, noting that Chapter 6 emphasizes the importance of celebrating Natick's historic heritage by identifying and protecting cultural and historical resources.

LOI Review Team Questions/Comments

- Mr. Gusmini requested clarification on whether the proposed work and a portion of the building were considered historical.



Natick Community & Economic Development

BUILDING • PLANNING • ZONING • CONSERVATION
Town of Natick, 13 E. Central Street Natick, MA 01760
www.NatickMA.gov • (508) 647 – 6450

- Mr. Evers stated that the property was added to the National Register in the 1970s.
- Mr. Gusmini thanked Mr. Evers for his response and noted that they would need the appropriate paperwork and would have to comply with the necessary historical requirements. Additionally, Mr. Gusmini sought clarification regarding the condition of the slate roof, asking whether it was just cracking or if pieces were starting to fall off. Mr. Gusmini also inquired if a building analysis had been conducted.
 - Schatz replied that an official building analysis had not been prepared; however, some pieces of slate are indeed cracking and require repair.
- Mr. Gusmini further requested clarification on whether only the damaged pieces would be repaired or if the entire roof would need to be redone.
 - Ms. Schatz explained that the project team would need to assess whether the roof can be repaired or if some sections will need replacement. She emphasized their intention to repair as much as possible.
- Mr. Gusmini reiterated that he was not opposed to the project but pointed out that there is a significant difference in cost between repairing and completely replacing the roof.
- Mr. Gusmini provided a brief overview of the required permits, noting that three permits would potentially be needed: a roofing permit, a building permit for interior work, and a building permit for masonry work. He stated that there would be no fees associated with these permits, as this is a Town project.
- Mr. Evers expressed his satisfaction upon learning about compliance with the standards for the treatment of historic properties, emphasizing its importance for ensuring that preservation efforts are carried out correctly. He inquired whether the Town would be interested in establishing permanent preservation restrictions on the building. Such an easement would accompany the building's deed and be administered by the Massachusetts Historical Commission. This easement would guarantee that any future alterations comply with the Commission's standards, ensuring that the work is done properly.
- Additionally, Mr. Evers requested more information regarding the repair and restoration processes, particularly concerning the molding on the windows, to ensure that the work meets rehabilitation and restoration guidelines. He noted that routine maintenance tasks such as roofing and brickwork are quite standard for most buildings, so the project team should verify that those elements of the project are applicable. Furthermore, Mr. Evers questioned whether there was any consideration given to restoring the cupola on the building, referring to historic photographs that showcase a central cupola that provides an interior skylight on the second floor.
 - Ms. Wolfe mentioned that she found the photos fascinating but noted that they were not part of the current project. However, she would be open to considering them in the future.
- Mr. Evers stated that the Historical Commission would not require further review as long as there were no changes made to the exterior appearance.
- Mr. Boudreau questioned if an asbestos survey had been completed.
 - Ms. Schatz stated that she did not believe an asbestos survey had been completed but would if necessary.
- Mr. Boudreau provided a brief overview of where asbestos might be present. He also emphasized the importance of taking precautions while scraping old paint, as it may contain lead. Additionally, Mr. Boudreau sought clarification on whether the main section of the library would remain operational during construction. If it does, the work area will need to be sealed from floor to ceiling with plastic to prevent debris and dust from contaminating the library.
- Mr. Digiacomio requested clarification on whether the CPA Project Proposal will remain within the existing footprint, without any modifications to the sidewalks or outside building utilities. If that is the case, then from the Department of Public Works (DPW) perspective, there are no concerns.
- Mr. Krentzman requested clarification as to where the number \$287,000 comes from.



Natick Community & Economic Development

BUILDING • PLANNING • ZONING • CONSERVATION
Town of Natick, 13 E. Central Street Natick, MA 01760
www.NatickMA.gov • (508) 647 – 6450

- Ms. Wolfe indicated that the requested amount was determined based on conversations Bill Sprat had with those involved in the work, along with a 15 percent contingency fee applied to the entire project. She also mentioned that the project would require a Request for Proposals (RFP) and the corresponding process.
- Mr. Krentzman emphasized that the request for CPA funding should be based on a thorough evaluation of the project's needs, leading to more precise figures. He sought clarification regarding the amount of CPA funding requested and the RFP process, particularly whether the estimated project costs exceed the requested amount.
 - Ms. Schatz stated that the Town has funds for Capital Projects, so those types of funds would be to complement the CPA Funds. Ms. Schatz further stated that their project team would also need to have a conversation to ensure the total amount of funding needed for the project.

9. Documents Submitted for Review for LOI Filing

- Letter of Interest (uploaded into OpenGov by Miki Wolfe on June 5, 2025 at 3:41 pm – titled “CPA Letter of Interest – Morse Institute Library.pdf”)
- Exterior Elevations prepared A. Anthony Tappe & Associates, Inc., 6 Edgerly Place, Boston, MA 02116, Sheet A301 Elevations (uploaded into OpenGov by Miki Wolfe on June 5, 2025 at 3:44 pm – titled “019_A301_Elevations.pdf”)
- Second Floor Interior Plans, prepared A. Anthony Tappe & Associates, Inc., 6 Edgerly Place, Boston, MA 02116, Sheet A301 Elevations (uploaded into OpenGov by Miki Wolfe on June 5, 2025 at 3:44 pm – titled “015_A202 Second Floor Plan.pdf”)
- Lower Level Interior Plans, prepared A. Anthony Tappe & Associates, Inc., 6 Edgerly Place, Boston, MA 02116, Sheet A301 Elevations (uploaded into OpenGov by Miki Wolfe on June 5, 2025 at 3:45 pm – titled “013_A201 Lower Level Plan.pdf”)
- Letter from James Errickson, Town Administrator, RE: Morse Institute Library – Historic Preservation Project, dated June 6, 2025 (uploaded into OpenGov by Miki Wolfe on June 5, 2025 at 12:04 pm – titled “Morse CPC Letter of Interest permission.pdf”)
- MIL Historic Building Restoration Project Team.xlsx (uploaded into OpenGov under Part 6: Project Team of the LOI Filing)
- MIL Historic Building Estimated Project Timeline.xlsx (uploaded into OpenGov under Part 7: CPA Project Proposal Timeline of the LOI Filing)
- MIL Historic Building Restoration Preliminary Budget.xlsx (uploaded into OpenGov under Part 8: CPA Project Proposal Budget of the LOI Filing)

10. Staff Comment (Letters and OpenGov Statements)

- Letter of comments from Claire Rundelli, ENV SP, Environmental Planner/Conservation Agent, Re: Conservation Commission comments – 14 East Central Street – LOI 25-3, dated June 12, 2025

11. LOI Filing Alignment/Fundable by CPA Funding

- The renovations and restoration efforts do not propose to change the appearance of the Structure
- The CPA Project Proposal will need to make a distinction between regular maintenance/repair and restoration/rehabilitation in a formal CPA Funding Request Application

12. Notes regarding the LOI Filing

- Multiple permits required: Separate building permits needed for roofing contractors, interior work, and masonry work with no fees for town building
- Mandatory Environmental testing: Asbestos and lead paint surveys required before work begins, with proper containment protocols during library operations
- Historical Commission endorsement recommended but no formal approvals required since no exterior appearance changes planned




Natick Community & Economic Development

BUILDING • PLANNING • ZONING • CONSERVATION
 Town of Natick, 13 E. Central Street Natick, MA 01760
www.NatickMA.gov • (508) 647 – 6450

- Preservation restrictions consideration: Discussion of permanent easement with Mass Historical Commission for future alterations oversight.
- Conduct comprehensive structural evaluation of slate roof to determine repair vs. replacement scope and costs
- The CPA Project Proposal does not trigger Town permit fees
- Develop firmer cost estimates and detailed project timeline for formal CPA application
- Firmer cost analysis needed: CPC requires more concrete estimates and identification of funding sources for potential cost overruns. Identify additional funding sources to cover potential cost overruns beyond CPA allocation
- Future considerations: Potential cupola restoration discussed as separate future project based on historic photographs.
- Coordination requirements: Street occupancy permits needed for machinery access, coordination with police department for sidewalk use.
- Coordinate with facilities team to determine available capital project funds for non-historic building portions
- An LOI Filing is not an approval, recommendation, or a guarantee that the CPA Project Proposal outlined in LOI Filing LOI-3 will be granted CPA Funding.
- Comments regarding favorable action being taken during the CPA Funding Request Application phase during an LOI Review Meeting have no weight on the CPA Funding Request Application
- The LOI Report is only valid for two years.
- Significant amendments to an LOI Filing will require a new LOI Report. At any time, there are any question as to whether a LOI Report is required please contact the Community and Economic Development (“CED”) Office or aloomis@natickma.org

13. LOI Report

OpenGov Case Number	Date of LOI Filing	Date of LOI Meeting	
LOI-3 (Primary Address: 14 East Central Street)	June 6, 2025	June 17, 2025	
Date LOI Deemed Administratively Complete	Date of LOI Report	Expiration of LOI	
June 10, 2025	June 30, 2025	June 30, 2027	



Town of Natick, Massachusetts
Department of Community and Economic Development
13 East Central Street Natick, Massachusetts 01760

Telephone
(508) 647-6450
www.natickma.org

Amanda Loomis, AICP
Director

June 12, 2025

To: Bill Ramage,
Chair, Community Preservation Committee

Re: Conservation Commission comments – 14 East Central Street – LOI 25-3

Dear Mr. Ramage,

The lot at 14 East Central Street does not have wetlands jurisdiction on the property.

The project does not trigger the Stormwater Management and Erosion Control Bylaw. The Stormwater Bylaw requires a Stormwater Permit (separate from the building permit) for any land disturbing activity of 3,000+ square feet or addition/redistribution/export of 250+ cubic yards of soil. As all work appears interior to the existing structure, these regulations will not be applicable.

The site does fall within the Aquifer Protection District but work does not require review under these regulations.

Please let the Applicant know they can contact me if they have any questions.

Thank you.

Claire Rundelli

Claire Rundelli, ENV SP
Environmental Planner/Conservation Agent
Town of Natick
508-647-6452
crundelli@natickma.org

The Morse Institute Library and the Natick Facilities Department, on behalf of the Town of Natick, requests \$287,000 dollars from the Community Preservation Act Committee to fund the rehabilitation and preservation of the historic portion of the Morse Institute Library, located at 14 East Central Street. The intent of this project is to preserve the integrity of the building envelope and the historic character of the property. This project will incorporate restoring original moldings, reglazing and painting windows, repointing masonry on the original building to restore the integrity of the brick, and slate roof repairs. These restoration needs are “once in a generation” activities which exceed the routine maintenance regularly performed by the Natick Facilities and Public Works Departments. These rehabilitation measures are necessary to maintain the integrity of the Morse Institute Library’s historic building.

The Town of Natick’s long term goal is the continued use of the building located at 14 East Central Street as the Morse Institute Library. The circa-1873 High Victorian Gothic building, designed by architect George B. Thayer, is a significant contributing resource within the Natick Center National Register Historic District established in 1977. From time to time, the Town must make extensive repairs beyond regular maintenance activities to ensure the proper preservation of this building. The Natick Facilities Department and Department of Public Works provide regular maintenance and upkeep to the building. The work being proposed in this application would include replicating historic moldings, restoring historic windows and doors, and the repointing and the restoration of masonry around the building, which totals over half a mile of grout work. The work is more extensive than regularly scheduled maintenance work and cannot be done by Town staff. Once the historic portion of the Morse Institute Library building is brought into a state of good repair, DPW and Facilities personnel will be better able to maintain it.

All work undertaken as part of this project shall meet the “Standards for Rehabilitation” published in the “Secretary of the Interior’s Standards for the Treatment of Historic Properties.” This will be accomplished by hiring highly qualified professionals who are experienced in meeting these standards.

This work is fundable under Natick’s 2025 CPA Plan, and the overall State legislation as the preservation, rehabilitation, and restoration of a historic resource listed on MACRIS. This project fulfills the goals of Natick 2030+ Master Plan Chapter 6’s Historical and Cultural Resources Goals and Recommendations RI.1: “Celebrate Natick’s historic heritage through identifying and protecting historic/cultural resources.” Accomplishing this work protects the historic nature of the building.

The Morse Institute Library is an historic building, and a visible representation of the pride that the community has in its public institutions. Several thousand people visit the library each month to access cultural events and programs, and to utilize the library’s freely accessible services, such as but not limited to book and movie checkouts, the Library of Things, and more. The Morse Institute Library serves all Natick residents, and also the surrounding communities, and is one of the town’s most used historic resources.

The cost of restoring the deteriorated exterior features of the historic part of the Morse Institute Library is a cost the Town of Natick is unable to fund through conventional means at this time. Proposed repair work done to the building will incorporate as much of the original material as possible. In those instances where the original material cannot be preserved, it will be replaced in kind.

While Facilities and the DPW will still be responsible for the day to day upkeep of the building, this specialized rehabilitation project exceeds their capabilities. These construction activities will be performed by skilled third-party contractors under the supervision of the DPW and Facilities team.

These repairs will extend the lifespan of this facility for its continued use and enjoyment by the Town of Natick's residents and employees.



CPA Funding Request Application Checklist (General Evaluation)

The CPA Funding Request Application Checklists (General Evaluation and CPA Category Area) have been created to assist CPA Project Proposal Teams in submitting a CPA Funding Request Application. This application consists of dropdown tabs, narrative boxes, and upload requirements. Please review the CPA Funding Request Application carefully before submitting it.

Note: [G#] indicates the General Evaluation Criteria—please refer to the Plan to ensure that the CPA Project Proposal meets the requirements of the CPC.

CPA Funding Request Application Date: June 22, 2025 - Intended for the 2025 Fall Annual Town Meeting

Part 1: Community Preservation Act (CPA) in Natick

Goal of Part 1 - Ensure that a the CPA Project Proposal Team has reviewed the Plan

The Community Preservation Plan (referred to as the "Plan") has been developed to assist the Community Preservation Committee (the "CPC") in conveying its expectations for selecting CPA Project Proposals. The Plan aims to guide CPA Project Proposal Teams seeking CPA funding, while also establishing a clear and transparent process for reviewing, evaluating, and recommending these proposals. All CPA Project Teams seeking CPA funds are expected to read and understand the Plan.

1.1 - The Community Preservation Plan Acknowledgment of the Community Preservation Plan

- Please select the appropriate response. (Dropdown Tab - please select one of the following)

- **Yes**, the CPA Project Proposal Team has reviewed the Community Preservation Plan
- **No**, the CPA Project Proposal Team has NOT reviewed the Community Preservation Plan – Please review prior to filing a CPA Funding Request Application

Part 2: Letter of Interest

Goal of Part 2 - Ensure that a LOI Report has been received and is valid

The Letter of Interest (LOI) provides guidance for individuals or CPA Project Proposal Teams in preparing a CPA Project Proposal for Community Preservation Funding consideration. All CPA Funding Request Applications must be accompanied by an LOI Report, which remains valid for two years.

2.1 - Letter of Interest (LOI) Report Acknowledgment of the Community Preservation Plan

Please select the appropriate response. (Dropdown Tab - please select one of the following)

- **Yes**, a current LOI Report has been uploaded to the Attachments of this CPA Funding Request Application
- **Yes**, an expired Report has been uploaded to the Attachments of this CPA Funding Request Application – please do not move forward with this CPA Funding Request Application and submit a LOI Filing
- **No**, a LOI Report has not been uploaded or received – please do not move forward with this CPA Funding Request Application and submit a LOI Filing



Part 3: CPA Category Area

CPA Category Areas are defined by Massachusetts General Law (MGL) Chapter 44B and the Plan. Please check all applicable CPA Category Areas for this CPA Funding Request Application.

- ▶ **Open Space Protection** The acquisition, creation, and preservation of open space and natural resources and rehabilitation of open space or natural resources if acquired or created through the CPA.
- ▶ **Outdoor Recreation** The acquisition, creation, preservation, and rehabilitation of land and outdoor facilities for recreational use.
- ▶ **Community (Affordable) Housing** The acquisition, creation, support, and preservation of affordable community housing, as well as the rehabilitation of housing as affordable that has been acquired or created through the CPA.
- ▶ **Historic Preservation** The acquisition, preservation, or rehabilitation of historic resources that are listed on the State Register of Historic Places or determined to be locally significant by the Natick Historical Commission. Historic Preservation projects intending to seek Community Preservation Funds must comply with the U.S. Secretary of the Interior's Standards for the Treatment of Historical Properties for buildings and landscapes.

Please select all applicable CPA Category Areas (Parts 3.1a, 3.2a, 3.3a, 3.4a). For each CPA Category Area a Type of CPA Category Area will appear (Parts 3.1b, 3.2b, 3.3b, 3.4b - shown in purple)

3.1a - Open Space Protection

Open Space Protection: The acquisition, creation, and preservation of open space and natural resources and rehabilitation of open space or natural resources if acquired or created through the CPA.

3.1b - Type of Open Space Protection (Pull-down Tab - select one of the following)

- Acquire
- Create
- Preserve
- Rehabilitate/Restore
- Two or more (Acquire, Create, Preserve, Rehabilitate/Restore)

3.2a - Outdoor Recreation

Outdoor Recreation: The acquisition, creation, preservation, and rehabilitation of land and outdoor facilities for recreational use.

3.2b - Type of Outdoor Recreation (Pull-down Tab - select one of the following)

- Acquire
- Create
- Preserve
- Rehabilitate/Restore
- Two or more (Acquire, Create, Preserve, Rehabilitate/Restore)

Part 3 continued on next page (page 3)

Part 3: CPA Category Area, cont. from page 2

3.3a - Community (Affordable) Housing

Community (Affordable) Housing: The acquisition, creation, support, and preservation of affordable community housing, as well as the rehabilitation of housing as affordable that has been acquired or created through the CPA.

3.3a - Community (Affordable) Housing (Pull-down Tab - select one of the following)

- Acquire
- Create
- Preserve
- Rehabilitate/Restore
- Support
- Two or more (Acquire, Create, Preserve, Rehabilitate/Restore, Support)

3.4a - Historic Preservation

Historic Preservation The acquisition, preservation, or rehabilitation of historic resources that are listed on the State Register of Historic Places or determined to be locally significant by the Natick Historical Commission. Historic Preservation projects intending to seek Community Preservation Funds must comply with the U.S. Secretary of the Interior's Standards for the Treatment of Historical Properties for buildings and landscapes.

3.4a - Historic Preservation (Pull-down Tab - select one of the following)

- Acquire
- Create
- Preserve
- Rehabilitate/Restore
- Two or more (Acquire, Create, Preserve, Rehabilitate/Restore)

Part 4: General Funding Request Criteria

All CPA project proposals will be evaluated based on the General Evaluation Criteria. Please use this part of the CPA Funding Request Application to align the CPA project proposal with MGL c 44B, the Plan, and the General Evaluation Criteria. All Sub-Parts of Part 4 are Pull-down Tab - please select one option that best aligns with the CPA Project Proposal.

4.1 - Consistency with Town Planning [G1] The CPA Project Proposal must align with planning documents that have undergone extensive review, received public input, and have been adopted by the Town. These documents include, but are not limited to, the following: the Natick 2030+ Comprehensive Master Plan (2019), the Open Space and Recreation Plan (2020), the Natick Housing Production Plan (2021), the Master Plan for Parks and Fields (2016), and the Historic Preservation Inventory, as outlined by the Natick Historical Commission or the Historic District Commission. (Drop-down Tab - please select one of the following)

- **Yes**, the CPA Project Proposal is consistent with Town planning documents
- **No**, the CPA Project Proposal is NOT consistent with Town planning documents
- **Not Applicable** - Please upload statement in the Attachments of this CPA Funding Request Application as to why 4.1 is not applicable

Part 4: General Funding Request Criteria, cont. from pg. 3

4.2-Benefits to the community [G2/G3] The CPA Project Proposal is expected to provide substantial benefits to the entire community or a large fraction thereof.

(Dropdown Tab - please select one of the following)

- **Yes**, the CPA Project provides a substantial benefit to the entire community or a large fraction thereof
- **No**, the CPA Project Proposal does NOT provide a substantial benefit to the entire community or a large fraction thereof
- **Not Applicable** - Please upload statement in the Attachments as to why Part 4.2 is not applicable

4.3 - Addresses Community Need [G2/G3] The CPA Project Proposal is expected to address the needs and provides benefits to currently underserved populations

(Dropdown Tab - please select one of the following)

- **Yes**, the CPA Project Proposal does address the needs and provides benefit to currently underserved populations
- **No**, the CPA Project Proposal does NOT address the needs and provide benefit to currently underserved populations
- **Not Applicable** - Please upload statement in the Attachments as to why 4.3 is not applicable

4.4 - Demonstrates Support [G4/G10] The CPA Project Proposal must show community and stakeholder support.

(Dropdown Tab - please select one of the following)

- **Yes**, the CPA Project Proposal demonstrates the support of the community and other stakeholders
- **No**, the CPA Project Proposal does NOT demonstrate the support of the community and other stakeholders
- **Not Applicable** - Please upload statement in the Attachments as to why 4.4 is not applicable

4.5 - Town Support/Endorsement [G4] The CPA Project Proposal must demonstrate support from relevant town bodies (examples, the Conservation Commission, Historical Commission, Historic District Commission, Natick Housing Authority, Planning Board, Recreation & Parks Commission, and Select Board).

(Dropdown Tab - please select one of the following)

- **Yes**, the CPA Project Proposal does demonstrate the support and endorsement of relevant town bodies
- **No**, the CPA Project Proposal does NOT demonstrate the support and endorsement of relevant town bodies
- **Not Applicable** - Please upload statement in the Attachments as to why 4.5 is not applicable

Part 4: General Funding Request Criteria, cont. from pg. 4

4.6 - Saves, Preserves, Restores [G5] The CPA Project Proposal should aim to save, preserve, or restore resources that would otherwise be threatened

(Dropdown Tab - please select one of the following)

- **Yes**, the CPA Project Proposal does save, preserve, and/or restore resources that would otherwise be threatened
- **No**, the CPA Project Proposal does NOT save, preserve, and/or restore resources that would otherwise be threatened
- **Not Applicable** - Please upload statement in the Attachments as to why 4.6 is not applicable to this CPA Project Proposal

4.7 - Practicality and Feasibility [G6] The CPA Project Proposal has been prepared demonstrate practicality and feasibility, ensuring it can be implemented quickly and within budget

(Dropdown Tab - please select one of the following)

- **Yes**, the CPA Project Proposal demonstrates practicality and feasibility and that the CPA Project Proposal can be implemented expeditiously and within budget
- **No**, the CPA Project Proposal does NOT demonstrate practicality and feasibility and that the CPA Project Proposal can be implemented expeditiously and within budget
- **Not Applicable** - Please upload statement in the Attachments as to why 4.7 is not applicable to this CPA Project Proposal

4.8 - Risk Management [G7] The CPA Project Proposal is expected to succeed by reducing risk through careful planning, research, and oversight

(Dropdown Tab - please select one of the following)

- Yes, the CPA Project Proposal has a high likelihood of success, in part by ameliorating risk through prior planning, research, and oversight
- No, the CPA Project Proposal does NOT have a high likelihood of success, in part by ameliorating risk through prior planning, research, and oversight
- Not Applicable - Please upload statement in the Attachments as to why 4.8 is not applicable to this CPA Project Proposal

4.9 - Implementation Ready [G8] The CPA Project Proposal is expected to be ready to implement, with permits acquired and other funding sources already secured

(Dropdown Tab - please select one of the following)

- **Yes**, the CPA Project Proposal is ready to implement, with permits acquired and other funding sources already secured
- **No**, the CPA Project Proposal is NOT ready to implement, with permits acquired and other funding sources already secured
- **Not Applicable** - Please upload statement in the Attachments as to why 4.9 is not applicable

Part 4: General Funding Request Criteria, cont. from pg. 5

4.10 - CPA Project Proposal Team [G9] The CPA Project Proposal is expected to feature a responsive CPA Project Proposal Team with expertise in the relevant areas (Dropdown Tab - please select one of the following).

- **Yes**, the CPA Project Proposal features a responsive CPA Project Proposal Team with expertise in the relevant areas
- **No**, the CPA Project Proposal does NOT feature a responsive CPA Project Proposal Team with expertise in the relevant areas
- **Not Applicable** - Please upload statement in the Attachments as to why 4.10 is not applicable

4.11 - Funding Sources [G11] The CPA Project Proposal aims to secure additional funding from both public and private sources (Dropdown Tab - please select one of the following).

- **Yes**, the CPA Project Proposal leverages additional public and/or private funds
- **Not Applicable** - Please upload statement in the Attachments as to why 4.11 is not applicable to this CPA Project Proposal

4.12- Preserve/Utilize Town Assets [G12] The CPA Project Proposal aims to preserve or utilize existing town-owned assets while ensuring a long-term contribution and enhancement to the community (Dropdown Tab - please select one of the following).

- **Yes**, the CPA Project Proposal preserves or utilizes current town-owned assets, while providing long-term contribution and/or enhancement to the Town
- **No**, the CPA Project Proposal does NOT preserve or utilize current town-owned assets, while providing long-term contribution
- **Not Applicable** - Please upload statement in the Attachments as to why 4.12 is not applicable

4.13- Advantageous cost/benefit value The CPA Project Proposal aims to deliver a favorable cost-benefit value (Dropdown Tab - please select one of the following).

- **Yes**, the CPA Project Proposal produces an advantageous cost/benefit value
- **No**, the CPA Project Proposal does NOT produce an advantageous cost/benefit value
- **Not Applicable** - Please upload statement in the Attachments as to why 4.13 is not applicable to this CPA Project Proposal

Part 5: CPA Project Proposal Identification

Goal of Part 5 - Establish a title and consistent narrative for the CPA Project Proposal for reference purposes

5.1 - CPA Project Proposal Title

Please provide a title for the CPA Project Proposal to aid in reference and identification.

5.2 - Brief CPA Project Proposal Description

Please provide a 2-4 sentence abstract that briefly describes the CPA Project Proposal for reference purposes

Part 6: Property Information

Goal of Part 6 - Provide information for each parcel of land included as part of this CPA Project Proposal

Please provide the following information for each parcel of land included in the CPA Project Proposal. An entry should be created for each parcel of land included in this CPA Funding Request Application.

6.1 - Total Number of Parcels Please provide the total number of parcels included in this CPA Funding Request Application

6.2 – Locus Plan/Map Please upload a locus plan or locus map showing all the properties included in the CPA Project Proposal, in addition to abutting properties within a minimum of 300-feet. (Dropdown Tab - please select one of the following)

- **Yes**, a locus plan or locus map has been uploaded to the Attachments of this CPA Funding Request Application
- **Not applicable**, the CPA Project Proposal does not include land or property
- **No**, a locus plan or locus map has NOT been uploaded to the Attachments of this CPA Funding Request Application

6.3 - Street Address

6.4 - Assessor Map and Lot

6.5 - Deed Book and Page Number Please provide the most current deed showing current ownership

Part 7: CPA Project Proposal – Scope

Goal of Part 7 - An opportunity for the CPA Project Proposal Team to provide the Scope of Work for the CPA Project Proposal that aligns with the Plan and MGL c 44B

Each CPA Funding Request Application must be submitted alongside a CPA Project Proposal - Scope of Work, which should be created in conjunction with the CPA Project Proposal - Budget and Timeline. The CPA Project Proposal Teams are advised to review the LOI Report as well as the Plan before developing and finalizing the CPA Project Proposal – Scope of Work

7.1 - CPA Project Proposal Narrative/Scope [G1 and G2] Please provide a narrative that outlines the CPA Project Proposal - Scope of Work

7.2 - CPA Project Proposal Goals [G1 and G2] Please provide a detailed outline of the goals for the CPA Project Proposal.

7.3 - CPA Project Proposal Objectives [G1 and G2] Please provide a detailed outline or narrative for the objectives of the CPA Project Proposal, including the desired outcomes

7.4 - CPA Project Proposal Deliverables [G1 and G2] Please provide a list of identified deliverables of the CPA Project Proposal

7.5 - CPA Project Proposal Sustainability [G1 and G2] Please provide a detailed narrative on how the CPA Project Proposal will be sustained long-term if funded

Part 8: Community Planning and Collaboration

Goal of Part 8 - Identify any Town plans, reports, workplans, etc. that support the proposed CPA Project Proposal

8.1 - Town Planning Reports [G1 and G2] Please provide a detailed narrative or documentation explaining how the CPA Project Proposal will align with the goals outlined in the Natick 2030+ Comprehensive Master Plan or any relevant planning document related to the Plan.

8.2 - Natick Community Benefits [G3 and G4] Please provide a narrative or documentation explaining the relevance of the CPA Project Proposal to the current and future needs of Natick. Discuss who will benefit from the execution of this CPA Project Proposal and why.

8.3 - CPA Project Proposal Partnerships and Collaborations [G9] Please provide a detailed narrative that outlines the partnerships or collaborations formed for the CPA Project Proposal, including information about the partners involved and their contributions.

Part 9: CPA Project Proposal - Stakeholders and Communication

Goal of Part 9 - Identify interested parties/stakeholder who may benefit from the CPA Project Proposal, gain support, and establish means of communication

9.1 - Identification of Project Stakeholders Please provide a list of stakeholders (ex. direct abutters, those who will use the final product, investors, etc.)

9.2 - Environmental Justice (EJ) Natick has several Environmental Justice (EJ) populations throughout the community. If the CPA Project Proposal is in an EJ Census Tract, please use the State website “Environmental Justice Populations in Massachusetts, which includes an interactive map for the purposes of identifying EJ Census Tracts

<https://www.mass.gov/info-details/environmental-justice-populations-in-massachusetts>

9.3 - Letters of Support [G3 and G4] If the CPA Project Proposal includes any Letters of Support from community members, please upload them to the Attachments section of the CPA Funding Request Application. You may submit a maximum of 5 Letters of Support for each CPA Funding Request Application. (Dropdown Tab - please select one of the following)

- **Yes**, letters of support have been uploaded to this CPA Funding Request Application
- **No**, letters of support have NOT been uploaded to this CPA Funding Request Application
- **Not applicable**, letters of support are not necessary for this CPA Funding Request Application

9.4 - Communication Planning Effective communication with stakeholders, abutters, and the general public is crucial for the success of the CPA Project Proposal. Please provide a narrative regarding communication with stakeholders, abutters, and the general public regarding the CPA Project Proposal. Please upload a communications plan that outlines communication methods with stakeholders, abutters, members of the community, etc.

Part 10: Approvals - Permitting and Licenses

Goal of Part 10 - Identify and obtain necessary approvals and regulatory processes required to complete the CPA Project Proposal

10.1: CPA Project Proposal Permitting, Licenses, Approvals [G8] Please provide a list of all Town, State, and/or Federal approvals permits, licenses, or approvals that have been obtained for the CPA Project Proposal. Please upload any decisions or licenses in the Attachments of this CPA Funding Request Application.

10.2 - Request for Proposals (RFP), if applicable If an RFP is needed for the CPA Project Proposal, please specify which stage the RFP process is currently in.

(Dropdown Tab - please select one of the following)

- **Yes**, an RFP has already been executed, and the CPA Project Proposal is ready to commence (Pending CPA Funding/other funding resources)
- **Pending**, CPA Funding before moving forward with an RFP
- **Investigating**, unsure if an RFP is required for the CPA Project Proposal
- **Not Application**, an RFP is not required

10.3 - Comprehensive Permit (40B), if applicable [G8] Please provide a narrative regarding the status of a Comprehensive Permit per MGL c 40B approval, if applicable. If a Comprehensive Permit has been granted, please upload a copy of the approved decision to the Attachments of this CPA Funding Request Application.

10.4 - Immediate Implementation [G8] Please provide a narrative that describes steps already taken to prepare for the immediate implementation of the CPA Project Proposal upon receiving Community Preservation Funds (Ex. What actions are ready to commence immediately, and what preparations are still required?)

10.5 - Approvals and Supporting Documents Please upload any Approvals and Supporting Documents outlined in Part 10 of this CPA Funding Request Application (Pulldown Tab - please select one of the following)

- Yes, a copy of applicable approvals (permits, decisions, licenses, etc.) have been uploaded to the Attachments of this CPA Funding Request Application
- Not applicable, approvals (permits decisions, licenses, etc.) are not required for this CPA Funding Request Application
- No, a copy of applicable approvals (permits, decisions, licenses, etc.) have NOT been uploaded to the Attachments of this CPA Application

As outlined in Part 18: Request for Assistance

If the CPA Project Proposal Team has any questions or needs clarification before the CPA Funding Request Application portal closes, please contact Community and Economic Development via email at aloomis@natickma.org.



Section 11: Risk Management

Goal of Part 11 - Identify and mitigate any identified or potential risk associated with the CPA Project Proposal

11.1 - Existing and Potential Risks [G7] Please provide a narrative that outlines existing and potential risks or concerns associated with the CPA Project Proposal, land, or resources that are required.

11.2 - Identified Risks [G7] Please provide a narrative that outlines any identified risks, environmental impacts, legal disputes, etc., which includes mitigation strategies, legal/permitting requirements, and environmental concerns.

11.3 - Documents Associated with Risk [G7] Please provide a narrative that outlines any documentation associated with risks, environmental concerns, etc., which may include but are not limited to Activity Use Limitations (“AUL”) and Environmental Impact Assessments (“EIA”). Please upload any documentation associated with this Part of the CPA Funding Request Application in the Attachments



Part 12: CPA Project Proposal – Budget

Goal of Part 12 - Establish a CPA Project Proposal Budget that creates an opportunity for the Scoped CPA Project Proposal to be implemented

Each CPA Funding Request Application must include a CPA Project Proposal - Budget, which should be created in conjunction with the CPA Project Proposal - Scope of Work and Timeline. The CPA Project Proposal Teams are advised to review the Plan and research projected costs before developing and finalizing the CPA Project Proposal - Budget.

12.1 - Total Cost of Project Please provide total project cost in dollars

12.2 - Total CPA Funds Requested Please provide total amount of CPA Funding request in dollars

12.3 - CPA Funding Narrative [G1 and G2] Please provide a detailed narrative as to how CPA Funds will be leveraged or supplemented by other funding sources for the execution of the CPA Project Proposal.

12.4 - Other Funding Resource Narrative [G1 and G2] Please provide a detailed narrative that outlines how Community Preservation Funds will be leveraged or supplemented by other funding sources for the execution of the CPA Project Proposal.

12.5 - Additional Funding Sources Please identify any funding sources beyond CPA Funds (Dropdown Tab - please select one of the following).

- The CPA Project Proposal has no external funding or in-kind contributions (one-hundred percent reliant on Natick Community Preservation Funding)
- The CPA Project Proposal has at least twenty-five percent of the total project funding comes from external sources, including alternative funding or in-kind contributions

The CPA Project Proposal has fifty percent or more of the total project funding is secured from external sources, including alternative funding or in-kind contributions

Part 12: CPA Project Proposal – Budget, cont. from pg. 10

12.6 - Multi-year/Multi-phase CPA Funding Request Narrative Please provide a detailed narrative outlining any additional CPA Funding requests or phasing of the CPA Project Proposal

12.7 - Multi-year/Multi-request CPA Funding Request Please identify if this CPA Project Proposal will require multiple CPA Funding Request
(Dropdown Tab - please select one of the following)

- **No**, the CPA Project Proposal will only require this CPA Funding Request to complete the CPA Project Proposal (this does not include other funding resources)
- **Unsure** whether multiple CPA Funding Request will be required to complete the CPA Project Proposal (this does not include other funding resources)
- **Yes**, the CPA Project Proposal will require multiple CPA Funding Request to complete the CPA Project Proposal (this does not include other funding resources)

12.8 - CPA Project Proposal – Budget Please provide a detailed copy of the CPA Project Proposal Budget (Dropdown Tab - please select one of the following)

- **Yes**, a detailed CPA Project Proposal has been uploaded to the Attachments of this CPA Funding Request Application
- **No**, a detailed CPA Project Proposal has been NOT uploaded to the Attachments of this CPA Funding Request Application

Part 13: CPA Project Proposal – Timeline

Goal of Part 13 - Establish a CPA Project Proposal Timeline (includes tasks, milestone, etc.)

Each CPA Funding Request Application must include a CPA Project Proposal - Timeline, which should be created in conjunction with the CPA Project Proposal - Scope of Work and Budget. The CPA Project Proposal Teams are advised to review the Plan and requirements outlined in this CPA Funding Request Application (ex. permitting, FRP, etc.) before developing and finalizing the CPA Project Proposal - Timeline.

13.1 - Estimated duration of Project (months) Please provide the total length of time in months that it will take to complete the CPA Project Proposal as outlined in the CPA Project Proposal - Scope of Work (Part 8)

13.2 - Identification of Tasks and Dependencies Please provide an outline of all tasks and dependencies for the CPA Project Proposal (tasks and dependencies should be included in the CPA Project Proposal Timeline)

13.3 - Identification of Milestones and Deliverables, including dates Please provide an outline of all milestones and deliverables for the CPA Project Proposal (milestones and deliverables should be included in the CPA Project Proposal Timeline)

13.4 - CPA Project Proposal Urgency [G5] Please provide a narrative or documentation outlining any urgency or special issues related to the CPA Project Proposal timing (e.g., Is a property “at risk” of development or otherwise threatened? Is a right of first refusal about to expire? Are there other timing issues related to the CPA Project Proposal?)

Part 14: CPA Category Areas

Part 14 of the CPA Funding Request Application consists of four distinct sub-parts that outline the requirements for each of the four CPA Category Areas:

- Part 14.a: Open Space Protection
- Part 14.b: Outdoor Recreation
- Part 14.c: Community (Affordable) Housing
- Part 14.d: Historic Preservation

Most CPA Funding Request Applications will not require the completion of all sub-parts of Part 14. Therefore, please download the corresponding CPA Category Area and its supplemental checklist that has been created for each CPA Category.

Part 15: Property Owner Information

Goal of Part 15 - Ensure Property has granted permission for submittal of the LOI

15.1 - Total Number of Property Owners Please provide the number of owners, groups, organizations, etc. that own land associated with this CPA Funding Request Application

15.2 - Property/Resource Authorization [G9] Where permission to use land or resources is required for the implementation of the CPA Project Proposal, written documentation shall be provided authorizing the use of land or resources by the owner. A copy of the written permission has been uploaded to the Attachments section of this application.

15.3- Property/Resource Owner Name

15.4 - Property Address(es) Property owned by the Owner (Addresses)

15.5 - Email Address Email address for the respective property owner relative to this property

Part 16: Main Point of Contact

Goal of Part 16 - Establish a main point of contact for the LOI Filing

Please identify one person on the CPA Project Proposal Team that will serve as the main point of contact on this CPA Funding Request Application

16.1 - Primary Contact Name

16.2 - Association with the Project (Title) Property Owner, Project Manager, Attorney, Engineer, Architect, etc.

16.3 - Name of Organization Name of Organization that the Primary Contact is associated with

16.4 - Email Address

16.5 - Phone Number

16.6 - Cert. Number, if applicable Professional number



Part 17: CPA Project Proposal Team

Goal of Part 17 - Identification of individuals identified to be part of the CPA Project Proposal Team or identification of professionals needed to complete the project

17.1 - Type of CPA Project Proposal Team (Dropdown Tab - please select one of the following)

- **Government Entities** (municipal departments, boards, commissions, committees with the Town of Natick)
- **Nonprofit Organizations** (501(c)(3) nonprofits that have a valid and current tax-exempt status)
- **Private Organization and Individuals** (private organizations, individuals, or entities that are not under the legal control of the Town of Natick, municipal counsel shall be consulted to ensure compliance with the Anti-Aid Amendment and relevant case law (Mass. Const. Amend. Article 42, § 2, as amended by Article 103))

17.2 - CPA Project Proposal Team Resume [G9] A CPA Project Proposal Team member resume, which identifies the key members of the project team, describes expertise that will lead to a successful project, examples of prior experience. Please upload to the Attachments of this Application a copy of the Team Resume

17.3 - CPA Project Proposal Team Roster/Resume Upload [G9] Please provide CPA Project Team Resume/Roster information for team members , (Name, Title, Company, Email Address, Professional Certifications/Numbers, role in CPA Project Proposal)

(Pulldown Tab - please select one of the following)

- **Yes**, a Project Team Roster has been uploaded to this CPA Funding Request Application
- **No**, a Project Team Roster has not been uploaded to this CPA Funding Request Application

17.4 - Examples of past projects [G9] Please provide examples and outcomes of past projects that demonstrate the capability and capacity of the CPA Project Proposal Team to successfully execute the CPA Project Proposal.



Part 18: Request for Assistance

If the CPA Project Proposal Team has any questions or needs clarification before the CPA Funding Request Application portal closes, please contact Community and Economic Development via email at aloomis@natickma.org.



Part 19: Final CPA Funding Request Application Review

Goal of Part 19 - Establish a expectation that the CPA Project Proposal Team should review the CPA Funding Request Application prior to submittal

Please conduct a final review of the CPA Funding Request Application before submitting. The CPC is excited to review all CPA Funding Request Applications. However, CPA Funding Request Applications that are deemed administratively incomplete (missing information without justification or cause) will not be reviewed or considered for recommendation to Town Meeting by the CPC. CED staff will send a letter to all applicants who submit an incomplete CPA Funding Request Application. This letter will outline the deficiencies in the application and will be provided to the CPC.

19.1 - Compliance with the Plan and CPA [G1 and G2] Please review the CPA Funding Application to ensure that the information provided clearly demonstrates how the CPA Project Proposal meets the requirements of the CPA, CPC, and the Plan. If additional information is needed, please upload any relevant documents or materials to the Attachments section of this CPA Funding Request Application.

(Dropdown Tab - please select one of the following)

- **Yes**, the CPA Funding Request Application meets the requirements of the CPA, CPC, and the Plan - a narrative outlining compliance has been uploaded to the Attachments of this CPA Funding Request Application
- **Unsure** if the CPA Funding Request Application meets the requirements of the CPA, CPC, and the Plan
- **No**, the CPA Funding Request Application does not meet the requirements of the CPA, CPC, and the Plan - a narrative outlining compliance has NOT been uploaded to the Attachments of this CPA Funding Request Application

19.2 - General Evaluation Criteria Compliance [G1 and G2] Please review the CPA Funding Application to ensure that the information provided clearly demonstrates how the CPA Project Proposal meets the requirements of the General Evaluation Criteria. If additional information is needed, please upload any relevant documents or materials to the Attachments section of this CPA Funding Request Application.

(Dropdown Tab - please select one of the following)

- **Yes**, the CPA Funding Request Application complies with the General Evaluation Criteria - a narrative of General Evaluation compliance has been uploaded to the Attachments of this CPA Funding Request Application
- **Unsure** if the CPA Funding Request Application complies with the General Evaluation Criteria
- **No**, the CPA Funding Request Application does not comply with the General Evaluation Criteria - a narrative of General Evaluation compliance has NOT been uploaded to the Attachments of this CPA Funding Request Application



Part 19: Final CPA Funding Request Application Review, cont. from pg. 14

19.3 - CPA Category Area Compliance [G1 and G2] Please review the CPA Funding Application to ensure that the information provided clearly demonstrates how the CPA Project Proposal meets the requirements of the CPA Category Area Evaluation Criteria. If additional information is needed, please upload any relevant documents or materials to the Attachments section of this CPA Funding Request Application.

(Dropdown Tab - please select one of the following)

- **Yes**, the CPA Funding Request Application complies with the respective CPA Category Area - a narrative of CPA Category Area compliance has been uploaded to the Attachments of this CPA Funding Request Application
- **Unsure** if the CPA Funding Request Application complies with the respective CPA Category Area
- **No**, the CPA Funding Request Application does not comply with the respective CPA Category Area - a narrative of CPA Category Area compliance has NOT been uploaded to the Attachments of this CPA Funding Request Application

19.4 - Uploading of Required Information

(Dropdown Tab - please select one of the following)

- **Yes**, all information required to be uploaded to the Attachment of this CPA Funding Request Application have been uploaded
- **Not Applicable**, due to technical issues electric documents were submitted to CED prior to the submittal of this CPA Funding Request Applicant and confirmation of receipt has been received
- **No**, all information required to be uploaded to the Attachment of this CPA Funding Request Application have not been uploaded

Document Review (Required Narratives, Outlines, Uploads)

Part 2: Letter of Interest

- 2.1 - Upload: Letter of Interest (LOI) Report

Part 5: CPA Project Proposal Identification

- 5.2 - Brief 2-4 sentence abstract of the CPA Project Proposal

Part 6: Property Information

- 6.2 - Upload: Locus Plan or Locus Map

Part 7: CPA Project Proposal – Scope

- 7.1 - Narrative/Outline: CPA Project Proposal - Scope of Work
- 7.2 - Outline: Goals for the CPA Project Proposal
- 7.3 - Narrative/Outline: Objectives of the CPA Project Proposal
- 7.4 - List: Identified deliverables of the CPA Project Proposal
- 7.5 - Narrative: Long-term sustainability of the CPA Project Proposal

Part 8: Community Planning and Collaboration

- 8.1 - Narrative: Alignment between the CPA Project Proposal and the goals outlined in the Natick 2030+ Comprehensive Master Plan or any relevant planning document
- 8.2 - Narrative: Relevance of the CPA Project Proposal with the current and future needs of Natick.
- 8.3 - Narrative/Outline: Partnerships or collaborations formed for the CPA Project Proposal, including information about the partners involved and their contributions

Part 9:

- 9.1 - Outline: Stakeholders (ex. direct abutters, investors, etc.)
- 9.2 - Upload: Communications Plan

Part 10: Approvals - Permitting and Licenses

- 10.1 - List: Town, State, and/or Federal approvals permits, licenses, or approvals
- 10.1 - Upload: Town, State, and/or Federal decisions or licenses
- 10.3 - Narrative: If applicable, Comprehensive Permit per MGL c 40B approval
- 10.3 - Upload: If applicable, a Comprehensive Permit Decision

Part 11: Risk Management

- 11.1 - Narrative/Outline: Existing and potential risks or concerns associated with the CPA Project Proposal, land, or resources that are required
- 11.2 - Narrative/Outline: Identified risks, environmental impacts, legal disputes, etc., which includes mitigation strategies, legal/permitting requirements, and environmental concerns
- 11.3 - Narrative/Outline: Any documentation associated with risks, environmental concerns, etc., which may include but are not limited to Activity Use Limitations (“AUL”) and Environmental Impact Assessments (“EIA”)
- 11.3 - Upload: Approvals or documents associated with Part 11



Document Review

Part 12: CPA Project Proposal – Budget

- **12.3** - Narrative: How CPA Funds will be leveraged or supplemented by other funding sources for the execution of the CPA Project Proposal
- **12.4** - Narrative/Outline: How Community Preservation Funds will be leveraged or supplemented by other funding sources for the execution of the CPA Project Proposal
- **12.6** - Narrative/Outline: Additional CPA Funding requests or phasing of the CPA Project Proposal

Part 13: CPA Project Proposal – Timeline

- **13.2** - Outline: Tasks and dependencies for the CPA Project Proposal (tasks and dependencies should be included in the CPA Project Proposal Timeline)
- **13.3** - Outline: Milestones and deliverables for the CPA Project Proposal (milestones and deliverables should be included in the CPA Project Proposal Timeline)
- **13.4** - Narrative/Outline: Urgency or special issues related to the CPA Project Proposal timing (e.g., Is a property “at risk” of development or otherwise threatened? Is a right of first refusal about to expire? Are there other timing issues related to the CPA Project Proposal?)

Part 15: Property Owner Information

- **15.2** - Upload: Landowner/ Resource Owner Authorization Letter/Document

Part 17: CPA Project Proposal Team

- **17.2** - Upload: CPA Project Team Resume
- **17.4** - Upload: Examples and outcomes of past projects completed by the CPA Project Proposal Team



Part 14.d Historic Protection Checklist

The CPA allows the use of Community Preservation Funds for the acquisition, creation, preservation, rehabilitation, or restoration of historic resources.

Part 14.d Historic Preservation of this CPA Funding Request Application provides an opportunity to provide additional information specifically about the CPA Category Area. The Historic Preservation section of the Plan can be found on Pages 44-47, and should be reviewed prior to completing this Part of the CPA Funding Request Application.

Part 14.d.1 - Historic Preservation Goals

Please review Historic Preservation goals outlined on page 45 of the Plan and provide a narrative as to how the CPA Project Proposal supports and/or aligns with the Historic Preservation goals provided below.

(Please provide a narrative or upload a response to this Evaluation Standard).

- To identify and document additional historic resources
- To create or restore town monuments that depict local history
- To support projects that encourage cultural participation
- To seek long-term preservation restrictions for funded projects
- To encourage the creation of additional historic districts

Part 14.d.2 - CPA Category Area Review

Please review the "CPA Funding Request Application Information" outlined in the Plan on page 45 (also provided below) to ensure the following information has been provided throughout this CPA Funding Request Application.

- The type of affordable housing being created, land and resources utilized, and populations that will be served
- The existing conditions of existing land and resources, in addition to the type of construction (e.g., demolition, new construction, redevelopment, etc.)
- Describe the plan for long-term management of affordable housing (retaining affordability) and maintenance of the resource (property management, unit up-keep, etc.)
- The prioritization of community members, such as residents, Town employees, and employees of local businesses
- The relationship between the Community (Affordable) Housing – CPA Project Proposal and the other CPA Category Areas (e.g., connection with other CPA Project Proposals or existing resources within the immediate area, provides access to other resources, etc.)

14.d.3 - Demonstrated Need for Protection - Evaluation Standard Please provide a narrative that describes how the CPA Project Proposal addresses a demonstrated need for protection and how it aligns with the Plan

Is the historic asset at a high-risk of neglect or demolition in the next few years? Describe the current state of the site and its likely future condition in the absence of the project.
(Please provide a narrative or upload a response to this Evaluation Standard)

Part 14.d.4 - Demonstrated Need for Protection - Benchmark

Please select one of the following Evaluation Criteria that best aligns with the CPA Project Proposal relative to Historic Preservation. (Dropdown Tap - please select the following option that best describes the CPA Project Proposal)

- The Historic Preservation - CPA Project Proposal has no or a low risk of neglect and/ or demolition in zero to five years
- The Historic Preservation - CPA Project Proposal has a medium risk of being threatened by neglect and/or demolition in zero to five years
- The Historic Preservation - CPA Project Proposal has a high risk of being threatened by neglect and/or demolition in zero to five years

Part 14.d.5 - Long-term Management and Sustainability - Evaluation Standard

Describe the plan for long-term management and sustainability of the CPA Project Proposal
(Please provide a narrative or upload a response to this Evaluation Standard)

Part 14.d.6 - Long-term Management and Sustainability - Benchmark

Please select one of the following Evaluation Criteria that best aligns with the CPA Project Proposal relative to Historic Preservation (Dropdown Tap - please select the following option that best describes the CPA Project Proposal)

- The Historic Preservation - CPA Project Proposal has strategies to maintain the historical asset for less than ten years
- The Historic Preservation - CPA Project Proposal has strategies to maintain historical assets for ten to twenty years
- The Historic Preservation - CPA Project Proposal has strategies to maintain the historical asset for more than twenty years

Part 14.d.7 - Enhancement of Public Benefit and Use - Evaluation Standard

Please provide a narrative that describes how the CPA Project Proposal provides an enhancement to public benefits and uses that align with the Plan

Describe how the plan enhances public benefit and use of the historic asset.
(Please provide a narrative or upload a response to this Evaluation Standard)

Part 14.d.8 - Enhancement of Public Benefit and Use - Benchmark

Please select one of the following Evaluation Criteria that best aligns with the CPA Project Proposal relative to Historic Preservation (Dropdown Tap - please select the following option that best describes the CPA Project Proposal).

- The Historic Preservation - CPA Project Proposal provides no or limited public benefit; serves zero CPC goals, and does not align with community needs
- The Historic Preservation - CPA Project Proposal offers some public benefits; serves one or two CPC goals, and only moderately aligns with community needs
- The Historic Preservation - CPA Project Proposal delivers substantial public benefits, serving multiple CPC goals and creating a wide-reaching impact on the community and demonstrates a strong alignment with community needs, providing lasting benefits and fostering a sense of community pride and identity

Part 14.d.9 - Adaptive Reuse - Evaluation Standard

Please provide a narrative that describes how the CPA Project Proposal provides adaptive reuse and how it aligns with the Plan. Does the project adopt previously developed land to maintain open space or create housing?

(Please provide a narrative or upload a response to this Evaluation Standard).

Part 14.d.10 - Adaptive Reuse - Benchmark

Please select one of the following Evaluation Criteria that best aligns with the CPA Project Proposal relative to Historic Preservation (Dropdown Tap - please select the following option that best describes the CPA Project Proposal).

- The Historic Preservation - CPA Project Proposal has no or minimal efforts to maintain historic importance in creative ways
- The Historic Preservation - CPA Project Proposal has made noticeable efforts to maintain historic importance in creative ways
- The Historic Preservation - CPA Project Proposal has comprehensive efforts to maintain historical importance, uses previously developed land and maintains ecological resources or creates housing

CPA Funding Request Application Evaluation Criteria - General

CPA Funding Request Application Number	CPA - ___ - _____
CPA Funding Request Application Title	
Evaluation Category Area	General
Focus of Evaluation Category Area	General expectations and requirements, including scope, budget, timeline, deliverables, the capability of the CPA Project Proposal Team, ability to execute, and long-term sustainability
Score	Total of 70 points Evaluated and ranked on a scale of 1 to 5 (one being the lowest and five the highest)
Total Score (General Evaluation Criteria)	___ / 70
Evaluation Category Area Notes (Overall)	

Category Area	General	Open Space Protection	Outdoor Recreation	Community (Affordable) Housing	Historic Preservation	Total (combined)
Eligible Score*	70					
Score						

* Eligible Score is the maximum number of total points that may be awarded per Category Area per respective CPA Funding Request Application

1. Evaluation Standard	Evaluation Criteria				
Meets goals and objectives laid out in Natick 2030+ Comprehensive Master Plan (2019) and other relevant planning documents	1 = The CPA Project Proposal is not included in a Town of Natick planning document and requires further clarification on several key aspects				
	3 = The CPA Project Proposal is not included in a Town of Natick planning document; however, it offers innovative solutions to a community problem or deficit identified in a town planning document				
	5 = The CPA Project Proposal explicitly identified as a priority in a Town of Natick planning document				
Notes	Evaluation Score				
	1	2	3	4	5

2. Evaluation Standard	Evaluation Criteria				
CPA Project Proposal Impact	1 = A CPA Project Proposal that does not address a Town identified need, and its impact is specific to a small area or population of the community				
	3 = A CPA Project Proposal that does address a Town identified need, and its impact is specific to a small area or population of the community				
	5 = A CPA Project Proposal that does address a Town identified need, and provides substantial benefits to the entire community				
Notes					Evaluation Score
					1 2 3 4 5
3. Evaluation Standard	Evaluation Criteria				
Who will benefit?	1 = A CPA Project Proposal that primarily serves an adjacent or low-density area, with a high-income population with proximity to comparable amenities				
	3 = A CPA Project Proposal that primarily serves an adjacent or low-density to mid-density area, with a middle-income population with convenient access to similar amenities				
	5 = A CPA Project Proposal that primarily serves an adjacent or high-density area, with a lower-income population where access to comparable amenities is more challenging, thereby providing critical support and opportunities for this demographic				
Notes					Evaluation Score
					1 2 3 4 5

4. Evaluation Standard	Evaluation Criteria				
Community and government support	1 = A CPA Project Proposal does not demonstrate community support (CPA Funding Request Application has no letters of support)				
	3 = A CPA Project Proposal that has support primarily from individuals, organizations, and committees directly related to the project				
	5 = A CPA Project Proposal that has broad and strong community support demonstrated by multiple support letters from diverse community members and groups and multiple town committees				
Notes					Evaluation Score
					1 2 3 4 5
5. Evaluation Standard	Evaluation Criteria				
Urgency of the CPA Project Proposal	1 = A CPA Project Proposal that can be undertaken at any time and is not a high priority in current Town plans				
	3 = A CPA Project Proposal that addresses a recognized need and should be completed sooner rather than later				
	5 = A CPA Project Proposal that represents a once-in-a-generation opportunity to address significant or innovative need(s)				
Notes					Evaluation Score
					1 2 3 4 5

6. Evaluation Standard	Evaluation Criteria				
Planning Thoroughness	1 = A CPA Project Proposal that has a plan that is not feasible, fragmented with missing information, has many unresolved issues, and is not ready for implementation				
	3 = A CPA Project Proposal that has a plan that is feasible, but requires further development to clarify how the work will be executed, and not ready for immediate implementation				
	5 = A CPA Project Proposal that has a plan that is comprehensive and fully prepared for immediate implementation				
Notes					Evaluation Score
					1 2 3 4 5
7. Evaluation Standard	Evaluation Criteria				
Level of risk	1 = A CPA Project Proposal that does not understand or has not adequately explored potential or identified risks (e.g., geological, environmental, legal, environmental issues, or scope creep, increasing susceptibility to complications), and does not address or mitigate risks				
	3 = A CPA Project Proposal that appears to understand potential or identified risk, with a CPA Funding Request Application that provides minimal reports and documentation, and will benefit from further investigation, documentation, clarification to address and mitigate risk				
	5 = A CPA Project Proposal that has a comprehensive understanding of potential or identified risks, with a CPA Funding Request application that includes research reports, engineering study, or other documentation demonstrating project feasibility, in addition to effectively addressing and mitigating risks				
Notes					Evaluation Score
					1 2 3 4 5

8. Evaluation Standard	Evaluation Criteria				
CPA Project Proposal Readiness	1 = A CPA Project Proposal is in the very early stages of preparation, has not identified required permits or approvals, and is not feasible at this stage				
	3 = A CPA Project Proposal that has identified necessary permits, which have been obtained or are in process to obtain, and is feasible but requires additional support to execute the project				
	5 = A CPA Project Proposal that is fully prepared, with all necessary permits and approvals obtained, and highly feasible and secured all supports to execute the project				
Notes					Evaluation Score
					1 2 3 4 5
9. Evaluation Standard	Evaluation Criteria				
CPA Project Proposal Team Participation and Preparation	1 = The CPA Project Proposal Team has submitted an administratively complete CPA Funding Request Application but is not responsive, does not provide additional requested information, and is not prepared				
	3 = The CPA Project Proposal Team has submitted an administratively complete CPA Funding Request Application, is responsive, attempts to address issues and requests for additional information, and is prepared when prompted				
	5 = The CPA Project Proposal Team has submitted an administratively complete CPA Funding Request Application, proactively engages, communicates effectively, and responds promptly to issues raised, demonstrating a high level of involvement and cooperation throughout the application process				
Notes					Evaluation Score
					1 2 3 4 5

10. Evaluation Standard	Evaluation Criteria								
Expertise, Partnerships, and Collaboration	1 = The CPA Project Proposal Team has limited experience, and there is minimal collaboration with relevant stakeholders								
	3 = The CPA Project Proposal Team has some experience, and some gaps are addressed by partnerships with local conservation organizations, government agencies, land trusts, or neighboring municipalities, contributing to project implementation								
	5 = The CPA Project Proposal Team has exceptional expertise directly related to the project and numerous partnerships are established to bring additional experience to project implementation								
Notes					Evaluation Score				
					1	2	3	4	5
11. Evaluation Standard	Evaluation Criteria								
Funding source(s) of the CPA Project Proposal	1 = The CPA Project Proposal has no external funding or in-kind contributions (one-hundred percent reliant on Natick Community Preservation Funding)								
	3 = The CPA Project Proposal has at least twenty-five percent of the total project funding comes from external sources, including alternative funding or in-kind contributions								
	5 = The CPA Project Proposal has fifty percent or more of the total project funding is secured from external sources, including alternative funding or in-kind contributions								
Notes					Evaluation Score				
					1	2	3	4	5

12. Evaluation Standard	Evaluation Criteria								
Preserve or utilize current town-owned assets	1 = A CPA Project Proposal that does not take advantage of any current town-owned assets or identified non-owned town assets identified in a town plan or report								
	3 = A CPA Project Proposal that makes improvements to the usability of town-owned assets or identified non-owned town asset identified in a town plan or report								
	5 = A CPA Project Proposal that creates substantial new value to town-owned assets or identified non-owned town assets identified in a town plan or report that would otherwise be underused								
Notes					Evaluation Score				
					1 2 3 4 5				
13. Evaluation Standard	Evaluation Criteria								
CPA Project Proposal Budget	1 = A CPA Project Proposal budget does not provide enough detail for review or has been identified as not feasible								
	3 = A CPA Project Proposal budget does provide enough detail but may not be feasible								
	5 = A CPA Project Proposal budget that is detailed, and project can be completed within the presented budget (e.g., CPA Funding Request Application has factored in cost contingency or price escalation)								
Notes					Evaluation Score				
					1 2 3 4 5				

14. Evaluation Standard	Evaluation Criteria								
Additional Resources	1 = A CPA Project Proposal requires five or more additional resources (e.g., securing land, funding, professional resources (engineers, trades, etc.), material sources, etc.) to be identified or secured to complete the project								
	3 = A CPA Project Proposal requires one to four additional resources (e.g., securing land, funding, professional resources (engineers, trades, etc.), material sources, etc.) to be identified or secured to complete the project								
	5 = A CPA Project Proposal has received all necessary resources (e.g., securing land, funding, professional resources (engineers, trades, etc.), material sources, etc.) to complete the project								
Notes					Evaluation Score				
					1	2	3	4	5

CPA Category Area Evaluation Criteria – Historic Preservation

CPA Funding Request Application Number	CPA - ___ - _____
CPA Funding Request Application Title	
CPA Category Area	Historic Preservation
Score	Total of 20 points Evaluated and ranked on a scale of 1 to 5 (one being the lowest and five the highest)
Total Score (Open Space Protection	___ / 20

1. Evaluation Standard	Evaluation Criteria				
Demonstrated Need for Protection	1 = The Historic Preservation - CPA Project Proposal has no or a low risk of neglect and/ or demolition in zero to five years				
	3 = The Historic Preservation - CPA Project Proposal has a medium risk of being threatened by neglect and/or demolition in zero to five years				
	5 = The Historic Preservation - CPA Project Proposal has a high risk of being threatened by neglect and/or demolition in zero to five years				
Notes					Evaluation Score
					1 2 3 4 5
2. Evaluation Standard	Evaluation Criteria				
Long-Term Management	1 = The Historic Preservation - CPA Project Proposal has strategies to maintain the historical asset for less than ten years				
	3 = The Historic Preservation - CPA Project Proposal has strategies to maintain historical assets for ten to twenty years				
	5 = The Historic Preservation - CPA Project Proposal has strategies to maintain the historical asset for more than twenty years				
Notes					Evaluation Score
					1 2 3 4 5

3. Evaluation Standard	Evaluation Criteria				
Enhancement of Public Benefit and Use	1 = The Historic Preservation - CPA Project Proposal provides no or limited public benefit; serves zero CPC goals, and does not align with community needs				
	3 = The Historic Preservation - CPA Project Proposal offers some public benefits; serves one or two CPC goals, and only moderately aligns with community needs				
	5 = The Historic Preservation - CPA Project Proposal delivers substantial public benefits, serving multiple CPC goals and creating a wide-reaching impact on the community and demonstrates a strong alignment with community needs, providing lasting benefits and fostering a sense of community pride and identity				
Notes					Evaluation Score
					1 2 3 4 5
4. Evaluation Standard	Evaluation Criteria				
Adaptive Reuse	1 = The Historic Preservation - CPA Project Proposal has no or minimal efforts to maintain historic importance in creative ways				
	3 = The Historic Preservation - CPA Project Proposal has made noticeable efforts to maintain historic importance in creative ways				
	5 = The Historic Preservation - CPA Project Proposal has comprehensive efforts to maintain historical importance, uses previously developed land and maintains ecological resources or creates housing				
Notes					Evaluation Score
					1 2 3 4 5