

November 15, 2013

Community Preservation Committee
c/o Alice Ingerson, Community Preservation Program Manager
Newton Planning and Development Department
City Hall, 1000 Commonwealth Avenue
Newton, MA 02459

Re: Nathaniel Allen Homestead, 35 Webster Street, West Newton

Dear Alice and Members of the Community Preservation Committee:

Please find included in this binder the Newton Cultural Alliance's CPA application for the historic Nathaniel Allen Homestead located at 35 Webster Street in West Newton. Included herein are our most up to date planning documents including plans, photos and budgets. We are very excited about this project and the opportunity we have to save a piece of Newton, Massachusetts and US history by restoring and revitalizing this wonderful property that has long been neglected. We appreciate your willingness to accept and review this application and look forward to the opportunity to share our excitement and passion with you when we have a chance to meet in the near future.

Very truly yours,



Adrienne Hartzell
Interim Managing Director

Newton Community Preservation Program Grant Proposal
Newton Cultural Alliance – Nathaniel Allen Homestead
November 2013

Table of Contents

I	Proposal
II	Photos and Map
III	Project Finances
III a	Pro Forma
III b	10 year annual operating and main budget
III c	Non CPA Funding
III c	Purchasing - summary
IV	Sponsor Finances and Qualifications
IV a	Organization budget, financial statement
IV b	Project manager training and track record - team
IV c	Letters of support
IV d	Historic Significance
V	Site Control, Value and Deed restrictions
V a	Deed
V b	Appraisal
V c	Agreement to deed restriction
VI	Zoning and Permitting
VI a	DRT email
VI b	Property history
VI d	Zoning relief - parking waiver letter
VI e	Other approvals - Historical Commission
VII	Design and Construction
VII a	1 Site Plan
	2 Floor Plans
	3 Elevations
	4 Landscape Plan
	4 Cost Estimates
VII b	Materials and Finishes



Setti D. Warren
Mayor

Newton, Massachusetts Community Preservation Program FUNDING REQUEST

PRE-PROPOSAL

PROPOSAL

Form last revised January 2013.

(For staff use)
date rec'd:

3:55 pm,
15 November
2013

For full instructions, see www.newtonma.gov/cpa or contact:

Community Preservation Program Manager,
City of Newton Planning & Development Department, 1000 Commonwealth Ave., Newton, MA 02459
aingerson@newtonma.gov 617.796.1144

You may adjust the space for each question, but the combined answers to all questions on this page must fit on this page.

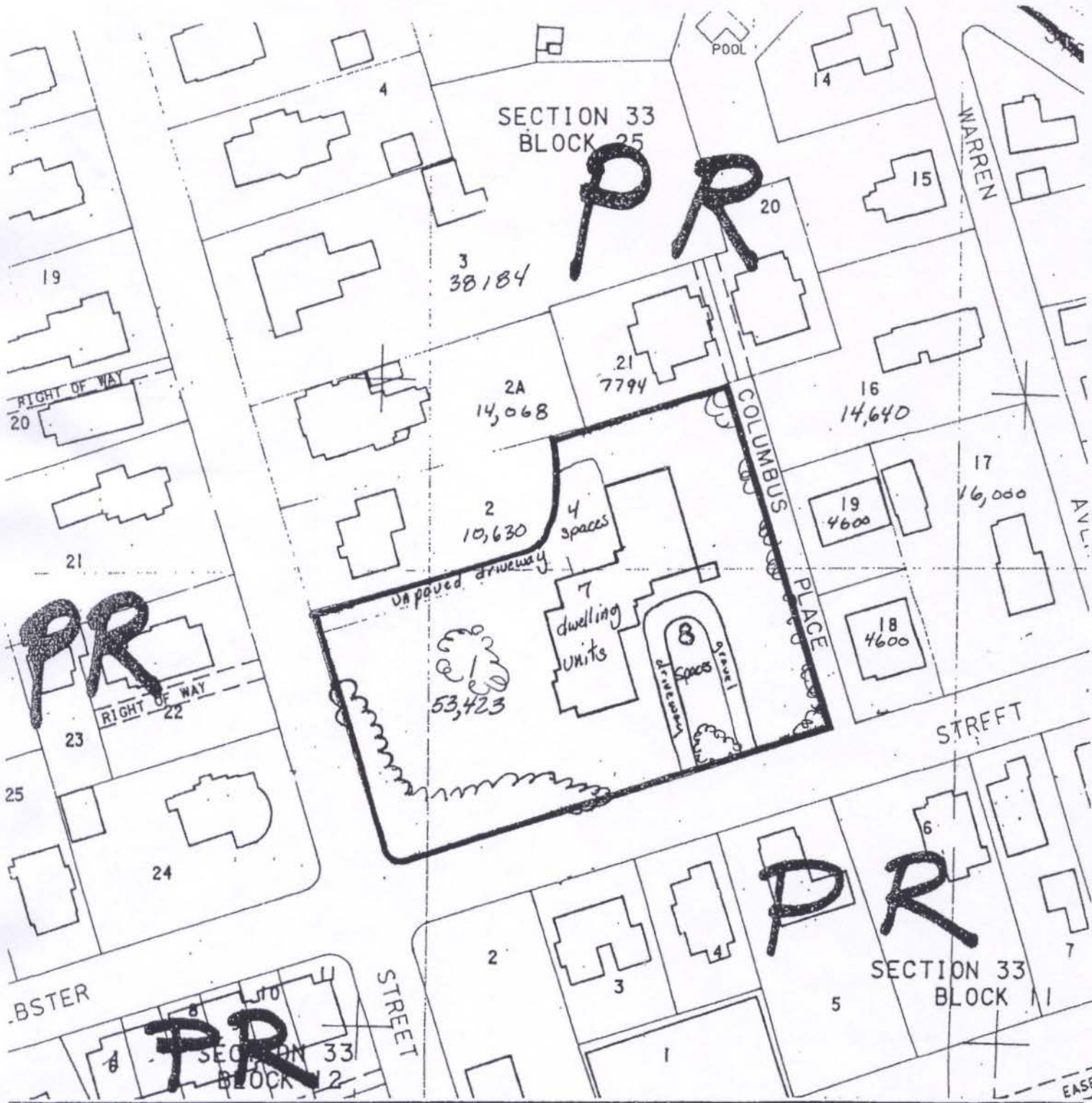
Project TITLE	Nathaniel Allen Homestead			
Project LOCATION	Full street address (with zip code), or other precise location. 35 Webster St. , West Newton, MA 02465			
Project CONTACTS	Name & title or organization Phone Mailing address			
Project Manager	Adrienne Hartzell Acting Managing Director Newton Cultural Alliance	adrienne@newtonculture.org adrienne@newphil.org	617-969-6442 (h) 857-636-0199 (c)	74 Vista Avenue Auburndale, MA 02466
Other Contacts	Laurel Farnsworth Board Newton Cultural Alliance	df.1876.laurel@gmail.com	617-429-7297 (h) 617-244-2209 (c)	73 Perkins Street West Newton, MA 02465
Project FUNDING	CPA funds requested: \$2.0 million	Other funds to be used: 1) State grants, 2) Private foundation grants, 3) Village Bank, loan guaranteed by Mass Dev. Agency, 4) individual donations – capital campaign	Total project cost: \$4.45 million	
Project SUMMARY	Explain the project's community benefits, including those that make the project CPA-eligible, and why CPA funds are needed. You may provide more information in attachments, but your SUMMARY MUST FIT IN THIS SPACE.			
<p>The Nathaniel Allen Homestead is a Newton historic site on the National Register of Historic Places and a Newton Landmark. The Newton Cultural Alliance (NCA) was able to save it from becoming luxury condos, buying it with a \$250K gift on very short notice in November 2012. Allen was a noted educator whose story resonates across the country even today. The NCA has a plan that will not only bring benefit to the community by rehabilitating this site and opening this building that has fallen on hard times to the community. It is currently in poor but not unsalvageable condition with no community benefit. The NCA plans for the property and grounds to be a cultural/educational facility. This harks back to its earlier use as the Misses Allen School and Nathaniel Allen's use as dormitory and meeting/recreational space for the Model School in present-day West Newton Square. The property will not be a house/history museum such as the Jackson Homestead or Durant-Kenrick House though we intend to install a permanent exhibit on the legacy of Allen and his family. It will be a working building with music students, a preschool, community events from recitals to lectures/meetings and available for rent for small parties and weddings. The NCA business plan includes NCA member, Suzuki School of Newton as anchor tenant, whose rent will cover ongoing expenses. At the same time the first floor parlors and grounds will be accessible to the public and other arts/cultural organizations. The repairs necessary are significant and essential to making the facility functional. To develop the plan NCA has engaged an architect, attorney, & parking/engineering consultants to make sure requirements are met. This building is CPA eligible and CPA funding is vital to this project. Not only is this site of historical interest in the city and currently in deplorable condition but the project is of such a magnitude individual donations will not provide adequate funding. We have engaged full time development staff & with proper city approvals will begin a capital campaign. We will meet an exacting schedule of additional grant writing. This project is an opportunity to save a piece of Newton's history. We hope the CPC will support this project to enrich and benefit the community.</p>				

Project TITLE	Nathaniel Allen Homestead				
USE of CPA FUNDS	HISTORIC RESOURCES	OPEN SPACE	Or	RECREATION LAND	COMMUNITY HOUSING
Check all that apply.	acquire				Contact staff for separate form.
	create	not allowed			
	preserve				
	rehabilitate/restore	X			
COMMUNITY NEEDS	Cite 1 or more recognized community needs this project will address from at least 2 community plans listed on the <i>Guidelines & Forms</i> page of www.newtonma.gov/cpa , (give plan title, year, pages & a brief quote). The Allen House is listed in the Newton Comprehensive Plan 2007, Section 9– “Planning for & with History,” pp. 9-1 to 9-18. It is #5 on the Historic Properties Map. In accordance with the goals of the <i>Comprehensive Plan of doing more with history</i> , (p. 9-6) our project will follow Newton’s growing historic trend “...seeing history everywhere. By rehabilitating and integrating historic resources into everyday life,” However, true to a “special place for reasons of the heart”(p. 9-7) the Allen Homestead’s distinct architecture and history define the character of the neighborhood. The Allen House is also listed in the Appendix of the Heritage Landscape Report (p.52, rev.2010) in the section titled Residential/Neighborhood. While many significant old trees remain, many are also are in very poor condition. The Newton Tree warden has visited the property and in consultation with GROUND, the landscape designer with whom NCA is working we will be working with the City to make a full preservation plan in accordance with good tree care practice. Our attorney, parking and engineering consultants have tried to balance the preservation of as much of the landscape as possible with the parking requirements of the zoning code for an educational and cultural facility. We have appeared before the Historical Commission and have had our project approved.				
COMMUNITY CONTACTS	List 3 Newton residents or organizations that can comment on the project and its manager’s qualifications. No more than 1 of these contacts should be a Board member, supervisor, employee or current work colleague of the project manager. Formal letters of support may also be attached but are not required.				
	Name & title or organization	Email	Phone	Mailing address	
	Karen Haywood, neighbor	ktapper41@hotmail.com	617-332-2888	69 Walker St, Newton 02460	
	Erin Splaine, Minister, First Unitarian Society in Newton	minister@fusun.org	617-527-3203	First Unitarian Society Newton, 1326 Washington St., Newton 02465	
	Mr. Gorham Brigham	Fgb3@comcast.net	617-965-2482	401 Cherry St, Newton 02465	
NON-CPA FUNDING	Source of funds	Amount requested	Date of funding decision (confirmed or expected)		
	Bank Debt	\$800,000	Expected/line of credit received 12/12, construction and bridge loans expected– Village Bank		
	MA Historic Tax Credits	\$675,000	Winter/Spring/Summer 2014 Application submitted 8/13		
	Mass Cultural Council Cultural Facilities Grant	\$250,000	Expected by Summer 2014		
	Foundations and Capital Campaign	\$425,000	Begin December 2014		
	NCA Donations to date 11/15/2013	\$300,000	Received		

Project TITLE	Nathaniel Allen Homestead		
Project BUDGET	USES of Funds (major expense categories)		SOURCES of Funds (CPA & others)
CAPITAL/DEVELOPMENT COSTS			
Hard costs	\$2,515,280	CPA	\$2,000,000
Site costs	\$613,300	Bank Debt – Village Bank/MA Devel.	\$800,000
Contingency	\$312,900	MA Historic tax credits	\$675,000
Zoning and acquisition legal fees, insurance	\$115,000	MA Cultural Facilities	\$250,000
Architect, Engineers, Environment, Survey	\$208,500	Foundations/Capital Campaign	\$425,000
Developer Fee	\$300,000	NCA to date	\$300,000
Debt Service Reserve	\$40,000		
MISC	\$95,020		
Acquisition	\$250,000		
TOTAL	\$4,450,000	TOTAL	\$4,450,000
ANNUAL OPERATIONS & MAINTENANCE (cannot use CPA funds)			
Maintenance contracts (snow, cleaning, etc.)	\$13,316	Suzuki School of Newton Lease	\$85,000
Repairs and maintenance, utilities	\$34,750	Other groups rentals	\$28,000
Mortgage, insurance, permits	\$68,000	Fundraising – Allen House Friends	\$35,000
Personnel	\$30,000		
Projected for FY 16 1 st yr of occupancy			
TOTAL	\$146,066	TOTAL	\$148,000
Project TIMELINE	Phase or Task	Notes (required fundraising, permits, bidding, etc.)	Season & Year
	Historic commission, zoning approvals	Newton Historic commission 3/28/13	Spring 2013
	Administrative Site Plan Review	Newton Planning Department	Winter 2014
	City of Newton Engineering-review of utilities; Mass. Access board review, working drawings	3 processes in parallel	Winter 2014
	Contractor bidding	3 competitive bids, selection	Spring 2014
	Interior and Exterior Demolition	Demolition as required; structural bracing	Spring/summer 2014
	New Utilities and Foundation		Fall 2014
	All exterior repairs and begin interiors		Fall 2014
	Interior Repairs and elevator shaft		Winter 2014
	Elevator installation and interior finishes		Spring 2015
	Exterior paving, Landscaping, grounds		Spring 2015
	Final permitting; Preschool DEEC licensing	Inspections, permits	Summer 2015

Project TITLE	Nathaniel Allen Homestead		Attachments not required for this proposal struck out below by CPC staff.
Required or Optional?	Check if included	Attachment Title & Description	
REQUIRED for all proposals	X	PHOTOS	of existing site or resource conditions (2-3 photos may be enough)
	X	MAP	of site in relation to nearest major roads (omit if project has no site)
	PROJECT FINANCES printed and as computer spreadsheets, with both uses & sources of funds		
	X	development pro forma/capital budget: include total cost, hard vs. soft costs and contingencies, and project management – amount and cost of time from contractors or staff (in-kind contributions by existing staff must also be costed)	
	X	10-year annual operating & maintenance budget (CPA funds may not be used here)	
	X	non-CPA funding: commitment letters, letters of inquiry to other funders, fundraising plans, etc., including both cash and est. dollar value of in-kind contributions	
	X	purchasing of goods & services: short email or letter summarizing sponsor’s understanding of applicable statutes (MGL ch. 30, 30B and/or 149) and City policies	
	SPONSOR FINANCES & QUALIFICATIONS		
	X	for sponsoring department or organization, most recent annual operating budget (revenue & expenses) & financial statement (assets & liabilities); each must include both public (City) and private resources (“friends” organizations, fundraising, etc.)	
X	for project manager: relevant training & track record of managing similar projects		
OPTIONAL for all proposals	X	LETTERS of SUPPORT	from Newton residents, organizations, or businesses
REQUIRED for all proposals that involve City govt., including real estate acquisitions	Na	CAPITAL IMPROVEMENT PLAN current listing/ranking & factors for this project	
	Na	COVER LETTER from head of City department, board or commission confirming current custody, or willingness to accept custody, of the resource and commitment of staff time for project management	
REQUIRED for all historic resources proposals	X	HISTORIC SIGNIFICANCE	see separate instructions for 3 required attachments analyzing significance and showing how project meets national preservation standards
REQUIRED for all proposals involving real estate acquisition, construction or improvements Consult staff to confirm requirements for each project.	SITE CONTROL, VALUE & DEED RESTRICTIONS		
	X	legally binding option, purchase & sale agreement or deed	
	X	appraisal by an independent, certified real estate appraiser (the CPC may also commission its own, separate appraisal)	
	X	owner’s agreement to a permanent deed restriction (for affordability, historic preservation or land conservation)	
	ZONING & PERMITTING		
	X	short email confirmation of review by the Development Review Team (DRT)	
	X	brief property history: at least the last 30 years of ownership & use	
	environmental mitigation plans (incl. lead paint, asbestos, underground tanks)		
	X	zoning relief and permits required (incl. parking waivers, demolition or building permits, comprehensive permit or special permit)	
	X	other approvals required (Newton Conservation Commission, Newton Historical Commission, Newton Commission on Disabilities, Massachusetts Historical Commission, Massachusetts Architectural Access Board, etc.)	
	DESIGN & CONSTRUCTION		
X	professional design & cost estimates: include site plan, floor plans & elevations		
X	materials & finishes; highlight “green” or sustainable features & materials		

NOTE: Attachments re-grouped on the Newton CPC website to avoid posting extremely large files. For example, site plans, elevations, floor plans and cross-sections are posted separately. The online order of attachments therefore differs slightly from the order shown above.



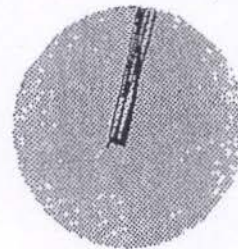
City of Newton Massachusetts
Department of Planning and Development

Application number 530-82

Applicant ALLAN SCHOOL &
HOUSE PRESERVATION CORP.

Zoning Districts

- Single Residence A
- Single Residence B
- Single Residence C
- Private Residence
- Residence D
- Residence E
- Residence F
- Business A A
- Business A
- Business B
- Manufacturing



Newton Community Preservation Program Grant Proposal
Newton Cultural Alliance – Nathaniel Allen Homestead
November 2013

PRO FORMA

Uses of Funds			
	Acquisition		\$ 250,000
	Hard Costs:		
	General Conditions		\$ 377,400
	Masonry		\$ 115,500
	Concrete		\$ 161,000
	Metals		\$ 62,380
	Carpentry		\$ 378,500
	Envelope		\$ 154,000
	Doors and Windows		\$ 131,650
	Plaster		\$ 89,500
	Painting		\$ 93,200
	Tile		\$ 76,800
	Flooring		\$ 71,500
	Mechanical		\$ 313,000
	Plumbing		\$ 169,500
	Electrical		\$ 149,350
	Elevator		\$ 135,000
	Specialties		\$ 37,000
	Total Hard Costs		\$ 2,515,280
	Site Costs		\$ 613,300
	Contingency		\$ 312,900
	Architecture & Engineering		\$ 200,000
	Legal		\$ 100,000
	Survey		\$ 3,500
	Environmental		\$ 5,000
	Finance Expenses		\$ 50,000
	Insurance		\$ 15,000
	Miscellaneous (Utilities, maint)		\$ 45,020
	Debt Service Reserve		\$ 40,000
	Developer Fee		\$ 300,000
	TOTAL Uses of Funds		\$ 4,450,000
	Sources of Funds:		
	CPA		\$ 2,000,000
	Bank Debt		\$ 800,000
	Mass. Cultural Council		\$ 250,000
	NCA - donations to date		\$ 300,000
	Foundations / Captial Campaign		\$ 425,000
	Historic Credits in Basis		\$ 675,000
	TOTAL Sources of Funds		\$ 4,450,000

**Nathaniel Allen House
10 Year Operating and Maintenance Budget**

as of Nov 14, 2013 Account Data	Actual FY13	Budget FY14	Forecast FY15	Forecast FY16	Forecast FY17	Forecast FY18	Forecast FY19	Forecast FY20	Forecast FY21	Forecast FY22	Forecast FY23	Forecast FY24
INCOME												
Allen House Donations - Friends org		\$ 10,000	\$25,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000
TOTAL Donations		\$ 10,000	\$25,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000
Major Tenant lease			\$0	\$85,000	\$100,000	\$103,000	\$106,090	\$109,273	\$112,551	\$115,927	\$119,405	\$122,987
Other rentals			\$10,000	\$28,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
TOTAL Building rental income			\$10,000	\$113,000	\$125,000	\$128,000	\$131,090	\$134,273	\$137,551	\$140,927	\$144,405	\$147,987
TOTAL Income		\$ 10,000	\$35,000	\$148,000	\$160,000	\$163,000	\$166,090	\$169,273	\$172,551	\$175,927	\$179,405	\$182,987
EXPENDITURES												
<i>Annual Contracts</i>												
Cleaning-regular	\$ -	\$ 300	\$1,000	\$5,000	\$5,150	\$5,305	\$5,464	\$5,628	\$5,796	\$5,970	\$6,149	\$6,334
Cleaning Supplies	\$ -	\$ 100	\$200	\$500	\$513	\$525	\$538	\$552	\$566	\$580	\$594	\$609
Fire Alarm	\$ -	\$ 1,500	\$2,500	\$2,563	\$2,627	\$2,692	\$2,760	\$2,829	\$2,899	\$2,972	\$3,046	\$3,122
Trash removal	\$ -	\$ 5,000	\$5,125	\$5,253	\$5,384	\$5,519	\$5,657	\$5,798	\$5,943	\$6,092	\$6,244	\$6,400
TOTAL Annual Contracts	\$ -	\$ 6,900	\$8,825	\$13,316	\$13,674	\$14,041	\$14,419	\$14,806	\$15,205	\$15,614	\$16,034	\$16,466
<i>Repairs and Maintenance</i>												
Electrical	\$ -	\$ 800	\$824	\$1,000	\$1,025	\$1,051	\$1,077	\$1,104	\$1,131	\$1,160	\$1,189	\$1,218
Fire Extinguishers	\$ -	\$ 100	\$250	\$500	\$513	\$525	\$538	\$552	\$566	\$580	\$594	\$609
Heating & Plumbing	\$ 830	\$ 1,200	\$1,236	\$2,000	\$2,050	\$2,101	\$2,154	\$2,208	\$2,263	\$2,319	\$2,377	\$2,437
Locks/Keys	\$ -	\$ 500	\$515	\$250	\$256	\$263	\$269	\$276	\$283	\$290	\$297	\$305
Painting	\$ -		\$0	\$500	\$513	\$525	\$538	\$5,000	\$6,000	\$7,000	\$8,000	\$9,000
Misc Repairs	\$ -	\$ 2,500	\$2,575	\$1,500	\$1,538	\$1,576	\$1,615	\$1,656	\$1,697	\$1,740	\$1,783	\$1,828
TOTAL Repairs and Maintenance	\$ 830	\$ 5,100	\$5,400	\$5,750	\$5,894	\$6,041	\$6,192	\$10,795	\$11,940	\$13,088	\$14,241	\$15,397
<i>Utilities</i>												
Electricity	\$ 234	\$ 600	\$1,000	\$12,000	\$12,300	\$12,608	\$12,923	\$13,246	\$13,577	\$13,916	\$14,264	\$14,621
Oil	\$ 8,937	\$ 10,000	\$12,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Gas				\$15,000	\$15,375	\$15,759	\$16,153	\$16,557	\$16,971	\$17,395	\$17,830	\$18,276
Water / Sewer	\$ -	\$ 500	\$1,000	\$2,000	\$2,050	\$2,101	\$2,154	\$2,208	\$2,263	\$2,319	\$2,377	\$2,437
TOTAL Utilities	\$ 9,170	\$ 11,100	\$14,000	\$29,000	\$29,725	\$30,468	\$31,230	\$32,011	\$32,811	\$33,631	\$34,472	\$35,334
<i>Insurance/Permits</i>												
Permits & Licenses		\$ 250	\$400	\$500	\$513	\$525	\$538	\$552	\$566	\$580	\$594	\$609
Property Insurance	\$ 11,000	\$ 12,000	\$12,300	\$9,500	\$9,738	\$9,981	\$10,230	\$10,486	\$10,748	\$11,017	\$11,293	\$11,575
TOTAL Insurance/Permits	\$ 11,000	\$ 11,500	\$12,700	\$10,000	\$10,250	\$10,506	\$10,769	\$11,038	\$11,314	\$11,597	\$11,887	\$12,184
<i>Other expenses</i>												
Property Manager			\$15,000	\$30,000	\$30,750	\$31,519	\$32,307	\$33,114	\$33,942	\$34,791	\$35,661	\$36,552
Mortgage Payment				\$58,000	\$58,000	\$58,000	\$58,000	\$58,000	\$58,000	\$58,000	\$58,000	\$58,000
Interest Expense - credit line	\$ 1,416	\$ 3,400	\$3,570									
TOTAL Other expenses	\$ 1,416	\$ 3,400	\$ 18,570	\$ 88,000	\$ 88,750	\$ 89,519	\$ 90,307	\$ 91,114	\$ 91,942	\$ 92,791	\$ 93,661	\$ 94,552
TOTAL Expense	\$ 22,416	\$ 38,000	\$ 59,495	\$146,066	\$148,292	\$150,575	\$ 152,916	\$ 159,765	\$ 163,212	\$ 166,721	\$ 170,294	\$ 173,932

**Newton Community Preservation Program Grant Proposal
Newton Cultural Alliance – Nathaniel Allen Homestead
November 2013**

NON CPA Funding

Please find included here letters from our two key funding entities.

Village Bank has been working with NCA through a line of credit to fund some soft costs to date. Our management team has met with bank President Ken Brennan and is working with Asst. VP David Pennybaker on additional funding.

Suzuki School of Newton has written the NCA a Letter of Intent to be the Allen House major tenant.

In addition beginning November 12, 2013, NCA has engaged the services of a new Director of Development, Karen Solomon whose work will be dedicated to developing a Capital Campaign and working with NCA on additional grant proposals. In the last 5 years Karen has completed successful capital campaigns for Boston Conservatory and North Bennet Street School.



307 Auburn Street • Auburndale, MA 02466 • Phone: (617) 527-6090 • Fax: (617) 965-8945 • E-mail: info@village-bank.com

Your Village. Your Bank.

November 14, 2013

Thomas Concannon
Newton Cultural Alliance, Inc.
P.O. Box 610225
Newton, MA 02461

Re: Loan Request

Dear Thomas:

Your organization has been a long-standing and valuable customer of the Village Bank. As your primary lending institution, I am very interested in pursuing the financing for your project located at the Nathaniel Allen House. Based on our prior experience with you I am confident that you will be able to obtain the necessary combination of public and private financing to successfully complete this project.

This letter is not a commitment for the Bank to lend, but is an indication of our strong interest in financing this project.

Thank you again for your business.

Sincerely,

David C. Pennybaker
Assistant Vice President

Terrence P. Morris Esquire
Attorney at Law
57 Elm Road
Newton, MA 02460
617 202-9132

November 8, 2013

By Electronic transmission: adrienne@newphil.org

Ms. Adrienne Hartzell
Managing Director
Newton Cultural Alliance Inc.
1301 Centre Street
Newton, MA 02459

Re: 35 Webster Street, Newton
Nathaniel Allen House Lease

Dear Ms. Hartzell:

I represent the Suzuki School of Newton ("SSN"), a nonprofit educational institution with long-standing relationships in Newton since its founding in 1986. I have been informed by my clients that they are currently in negotiations with Newton Cultural Alliance ("NCA") over the lease of space within your building located at 35 Webster St. West Newton. All initial signs point to the potential for a mutually beneficial relationship. It is my understanding that you are in the process of submitting a grant application to sustain the preservation and adaptive reuse of the property which the Alliance has recently purchased.

You have requested a letter of intent from my client in support of your grant application. In consideration of your request, we are pleased to present you with the following information. The Suzuki School desires to enter into a long-term lease with terms and conditions that are mutually acceptable to both the Suzuki School and the NCA for a threshold period of 10 years, with as many as four additional five-year option periods. The School currently has approximately 300 students and 20 faculty members. At the outset we are seeking approximately 8,000-9,000 square feet of space for exclusive use with the possibility of expansion over time to accommodate the growth of the Suzuki School's music and early childhood program. In the past the school has successfully operated within the concept of some shared space, which could be separately negotiated as an addition to the exclusive use space. SSN expects to pay an annual base rent and an allowance towards the utilities and maintenance of the property proportional to its leased space. In addition, the Suzuki School would be willing to make a contribution towards music- or preschool-specific tenant improvements. All these terms are to be negotiated in a fully executed lease.

The Suzuki School currently occupies its existing location as a tenant at will which expires in 2015. Accordingly the school's start date for occupancy is September 1, 2015.

We trust that this letter will be responsive to your needs. Should you need additional information please do not hesitate to contact us.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Terrence P. Morris".

Terrence P. Morris

Cc: Sachiko Isihara, Suzuki School of Newton, [*Sachiko@suzukinewton.org*](mailto:Sachiko@suzukinewton.org)
Hye Sun Canning, Suzuki School of Newton, [*Hyesuncanning@gmail.com*](mailto:Hyesuncanning@gmail.com)

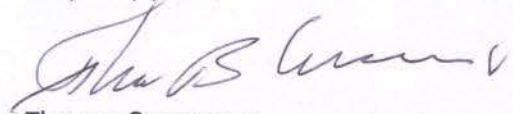
November 10, 2013

Community Preservation Committee
c/o Alice Ingerson, Community Preservation Program Manager
Newton Planning and Development Department
City Hall, 1000 Commonwealth Avenue
Newton, MA 02459

Dear Members of the Community Preservation Committee:

On behalf of the Newton Cultural Alliance this brief letter is written to express to you that the NCA is fully aware of the requirements of MGL Ch. 30B and the City of Newton policies regarding purchasing of goods and services with funds received from the Newton Community Preservation Program. Our Board of Directors has reviewed the **City of Newton Procurement Policy for Community Preservation Program Grants to Private Organizations** of the Purchasing Department revised on September 16, 2013 for projects in excess of \$25,000 and understand the policy and its requirements.

Very truly yours,



Thomas Concannon
President

**Newton Community Preservation Program Grant Proposal
 Newton Cultural Alliance – Nathaniel Allen Homestead
 November 2013**

FY14 Organizational Budget

REVENUE

Individual Contributions	\$15,000.00
Foundation support	\$50,000.00
Executive Leadership	
Mem	\$12,500.00
Org Memberships	\$5,000.00
Bus Memberships	\$2,000.00
Stroll	
participants/sponsors	\$14,000.00
FUNDRAISING EVENTS	\$50,000.00
Org grants & friends campaign	\$55,000.00
TOTAL REVENUE	\$203,500.00

EXPENSES

PERSONNEL	Interim Managing Director	\$40,000.00	
	Development	\$63,500.00	
	Program Director - Kara	\$33,000.00	
	Payroll	\$18,000.00	
	CPA - Financial oversight	\$5,000.00	
	Bookkeeper	\$3,000.00	
	Database/admin person	\$7,000.00	
	Fin review/audit	\$2,900.00	
	Non-personnel Exp	Supplies, equipment, etc	\$4,000.00
	Event Exp	Fall event	\$750.00
		Stroll	\$8,000.00
		Gala	\$5,000.00
		Strawberry Festival	\$750.00
Occupancy	Rent - FBC	\$7,800.00	
	Cleaning	\$660.00	
	Phone/Internet	\$744.00	
	Insurance	\$1,900.00	
EXPENSES TOTAL		\$202,004.00	

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Accrual Basis

Newton Cultural Alliance
Profit & Loss
 July 2012 through October 2013

	Jul '12 - Jun 13	Jul - Oct 13
Ordinary Income/Expense		
Income		
4 · Contributed support	283,307.37	13,965.00
5 · Earned revenues	8,957.50	8,810.00
5800 · Special events	2,150.00	0.00
Total Income	<u>294,414.87</u>	<u>22,775.00</u>
Gross Profit	294,414.87	22,775.00
Expense		
7000 · Grant & contract expense	30,091.38	0.00
7200 · Salaries & related expenses	26,308.65	9,537.12
7500 · Other personnel expenses	3,933.50	4,873.00
8100 · Non-personnel expenses	7,441.75	235.25
8200 · Occupancy expenses	24,596.66	8,065.47
8500 · Misc expenses	5,118.38	-20.00
8600 · Business expenses	75.50	15.00
Total Expense	<u>97,565.82</u>	<u>22,705.84</u>
Net Ordinary Income	196,849.05	69.16
Other Income/Expense		
Other Income		
6700 · Interest Income	3.07	0.04
Total Other Income	<u>3.07</u>	<u>0.04</u>
Other Expense		
9800 · Fixed asset purchases	0.00	0.00
Total Other Expense	<u>0.00</u>	<u>0.00</u>
Net Other Income	3.07	0.04
Net Income	<u><u>196,852.12</u></u>	<u><u>69.20</u></u>

Newton Cultural Alliance
Balance Sheet
 As of October 31, 2013

	<u>Jun 30, 13</u>	<u>Oct 31, 13</u>
ASSETS		
Current Assets		
Checking/Savings		
0900 · First Commons	183.27	0.00
1000 · Village Bank	7,496.54	86,586.00
Total Checking/Savings	<u>7,679.81</u>	<u>86,586.00</u>
Accounts Receivable		
1110 · Accounts receivable	0.00	1,900.00
Total Accounts Receivable	<u>0.00</u>	<u>1,900.00</u>
Other Current Assets		
1299 · Undeposited Funds	210.00	0.00
Total Other Current Assets	<u>210.00</u>	<u>0.00</u>
Total Current Assets	7,889.81	88,486.00
Fixed Assets		
1620 · Buildings - operating	247,000.00	247,000.00
1660 · Construction in progress	51,580.72	127,801.73
Total Fixed Assets	<u>298,580.72</u>	<u>374,801.73</u>
TOTAL ASSETS	<u>306,470.53</u>	<u>463,287.73</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
2150 · Accrued expenses - other	1,500.00	1,500.00
2510 · Trustee & employee loan payable	10,000.00	10,000.00
2550 · Line of credit payable	92,252.00	249,000.00
Total Other Current Liabilities	<u>103,752.00</u>	<u>260,500.00</u>
Total Current Liabilities	<u>103,752.00</u>	<u>260,500.00</u>
Total Liabilities	103,752.00	260,500.00
Equity		
3010 · Unrestrict (retained earnings)	5,866.41	202,718.53
Net Income	196,852.12	69.20
Total Equity	<u>202,718.53</u>	<u>202,787.73</u>
TOTAL LIABILITIES & EQUITY	<u>306,470.53</u>	<u>463,287.73</u>