



January 21, 2022

Community Preservation Committee  
City of Newton  
1000 Commonwealth Ave  
Newton, MA 02459

**RE:** West Newton Armory Affordable Housing Development RFP # 21-79

Chair Brody and Members of the City of Newton Community Preservation Committee:

Metro West Collaborative Development ("Metro West CD") and Civico Development, LLC ("Civico") are pleased to present this pre-proposal for Community Preservation, Inclusionary Zoning, CDBG, and HOME Investment Partnerships funds to support the redevelopment of the West Newton Armory (the "Armory") into 43 units of affordable housing for low-income families.

Metro West CD and Civico are committed to the long-term vitality of Newton. This proposed project advances our commitment to high-quality, accessible housing that improves the lives of low- and moderate-income households in Newton. Our development team brings an exceptional level of experience and applicable expertise to the Armory redevelopment.

**Metro West Collaborative Development**, founded in 1991, is a regional community development corporation serving 22 towns in Greater Boston. Metro West CD supports affordable housing advocates by meeting regularly with Housing Partnerships and Trusts, non-profit organizations, municipal planning and housing staff, and community leaders to identify potential housing development opportunities, programs, and policies that advance our goals. Metro West CD has developed 121 units of affordable housing with an additional 127 units in the construction pipeline. Metro West CD works extensively with private developers and municipalities throughout eastern Massachusetts in their efforts to comply with local and state affordable housing regulations. Metro West CD is a DHCD and MassHousing approved Affordable Housing Monitor and Lottery Agent.

In Newton Metro West CD has most recently:

- Completed the construction of 236 Auburn Street, an 8-unit project built on behalf of the non-profits CAN-DO and The Price Center, and
- Administered nearly \$3 million of emergency housing assistance on behalf of the City of Newton.

**Civico Development**, founded in 2014, is a community-focused real estate investment and development group founded on a commitment to quality design, historic preservation, and neighborhood-oriented infill development. Civico's mission is to design and construct high quality buildings, streetscapes, and neighborhoods that significantly enhance the livability and sustainability of our communities. Our work includes projects of all scales, focused on authenticity, walkability, and human-scale development. Civico strives to incorporate innovative design and civic spirit into all its projects.

Civico has developed over 250-units of mixed-income housing in Greater Boston that have leveraged both public and private funding, while working in concert with municipalities, city, and town officials. Civico has an additional 250 units in the permitting and construction pipeline. We pride ourselves on the totality of the real estate development process - which includes working with all project stakeholders (the municipality, abutters, lenders, residents) to provide unique housing solutions to serve the needs across various communities within the Commonwealth.



In Newton, Civico has most recently:

- Completed 13-17 Gardner Street, an infill development of four (4) townhomes in Newton Center (an additional 8 units of similar projects have been completed since 2016)
- Acquired site control of five parcels across Newton that are planned to create over 25 units of mixed-income housing and expected to go through permitting in 2022.

We appreciate this opportunity to share our vision with you. Thank you for your consideration of the attached pre-proposal.

Sincerely,

*Caitlin Madden*

Caitlin Madden  
Executive Director  
Metro West Collaborative Development

City of Newton



Ruthanne Fuller  
Mayor

**Newton, Massachusetts Community Preservation, Inclusionary Zoning, CDBG, and HOME Investment Partnerships Programs  
FUNDING REQUEST**

**PRE-PROPOSAL**

**PROPOSAL**

(For staff use)  
date rec'd:

Please submit this completed file directly – do not convert to PDF or other formats.

For full instructions, see [www.newtonma.gov/cpa](http://www.newtonma.gov/cpa) or contact us:

Community Preservation Program Manager,  
City of Newton Planning & Development Department, 1000 Commonwealth Ave., Newton, MA 02459  
[lkritzer@newtonma.gov](mailto:lkritzer@newtonma.gov) 617.796.1144

|  |  |   |  |  |   |  |
|--|--|---|--|--|---|--|
| <b>Project TITLE</b>   | <b>West Newton Armory Affordable Housing Development</b>   |   |  |  |   |  |
| <b>Project LOCATION</b>  | Full street address (with zip code), or other precise location.<br>1135 Washington Street, Newton, MA 02465  |   |  |  |   |  |
| <b>Project CONTACT(S)</b>  | Name & title or organization   |   | Email  |  | Phone   | Mailing address                                |
| <b>Project Manager</b>   | Caitlin Madden, Executive Director of Metro West Collaborative Development   |   | caitlin@metrowestcd.org                      |  | 617-923-3505 x4                                   | 79-B Chapel St<br>Newton, MA 02458             |
| <b>Other Contacts</b>  | Claire Comeau, Senior Project Manager, Metro West Collaborative Development  |   | claire@metrowestcd.org                       |  | 617-932-3505 x3                                   | 79-B Chapel St<br>Newton, MA 02458             |
| <b>Co-Applicant (if Any)</b>   | Civico Development, LLC  |   | tbearden@civicodevelopment.com               |  | 617-249-3807                                      | 2 Tammie Rd<br>Hopedale, MA 01747              |
| <b>Project FUNDING</b>   | <b>A. CPA funds requested:</b><br>\$ 3,000,000   | <b>B. CDBG funds requested:</b><br>\$ 930,000 | <b>C. HOME funds requested:</b><br>\$340,000 | <b>D. Inclusionary Zoning funds requested:</b><br>\$ 890,000 | <b>E. Other funds to be used:</b><br>\$ See below | <b>F. Total project cost:</b><br>\$ 25,027,172 |
| <b>Project SUMMARY</b>   | Explain how the project will use the requested CPA, CDBG, and City of Newton HOME funds. You may provide more detail in attachments, but your PROJECT SUMMARY MUST FIT IN THE SPACE BELOW. Use a cover letter for general information about the sponsoring organization's accomplishments. |   |  |  |   |  |
| <p>The West Newton Armory affordable housing development will create 43 new units of inter-generational affordable rental housing at the former West Newton Armory site located at 1135-1137 Washington Street. The housing will be affordable to a variety of households with incomes up to sixty percent (60%) of the area median income ("AMI"), including a set aside for households with incomes up to thirty percent (30%) AMI. Our proposed design sensitively balances the competing commitments for historic preservation, affordable housing, and sustainability - both within the building envelope and by thoughtfully using open space to match our programmatic goals. The project boasts excellent transit access, with nearby bus stops and the West Newton commuter rail train station within walking distance. The rehabilitation of the historic headhouse of the armory will be coupled with new construction. The headhouse will host a community room, a public gallery showcasing the armory's history, as well as office space. The new construction portion of the project will house 15 1-bedroom, 21 2-bedroom, and 7 3-bedroom apartments. The project will be 100% visitable and five units will be fully accessible HC units (4 of which will be enhanced CBH unit serving individuals with disabilities). This project meets or exceeds all the development objectives set forth by the City of Newton in its RFP for the development of the armory site, and we are honored and excited to be working with the City to bring this project to fruition.</p> |  |   |  |  |   |  |

|                           |   |  |                          |
|---------------------------|---|--|--------------------------|
| <b>Project TITLE</b>      |   | <b>West Newton Armory Affordable Housing Development</b> |                          |
| <b>USE of CPA FUNDS</b>   |   | <b>HISTORIC RESOURCES</b>                                | <b>COMMUNITY HOUSING</b> |
| Acquire                   |   |  |                          |
| Create                    |   | Not Allowed  | X                        |
| Preserve                  |   |  |                          |
| Rehabilitate/ Restore     |   |  |                          |
| <b>COMMUNITY NEEDS</b>    | <p>From each of at least 2 plans linked to the <a href="#">Guidelines &amp; Forms</a> page of <a href="http://www.newtonma.gov/cpa">www.newtonma.gov/cpa</a>, provide a brief quote with plan title, year, and page number, showing how this project meets previously recognized community needs. You may also list other community benefits not mentioned in any plan.</p> <p>The City of Newton’s Comprehensive Plan, the Newton Leads 2040 Strategy, the Economic Development Strategic Plan, Housing Needs Analysis and Strategic Recommendations, and Washington Street Vision Plan all prioritize the production of diverse housing opportunities with respect to unit type, size, and affordability. The West Metro HOME Consortium, of which Newton is the lead administering community, has identified the creation and rehabilitation of safe, decent, and affordable rental and ownership housing throughout the Consortium as the primary goals in its 2020-2025 Consolidated Plan.</p> <p>Newton Comprehensive Plan, 2007</p> <p>“We want our stock of housing to match the social and economic diversity of our population. That requires increasing both rental and home ownership opportunities for the entire range of low, moderate, and middle income families, for starter households as well as for senior citizens.” p. 5-12</p> <p>This project provides valuable opportunities to provide affordable housing for low-income families and helps Newton reach its goal to match its housing stock to the economic diversity of its population.</p> <p>Newton Leads 2040 Housing Strategy, 2016</p> <p>“<b>Locate housing to promote access and choice.</b> The cost of transportation is a significant component of the total cost of living for any given location. When housing is located in walkable, transit-accessible locations, people have more transportation choices and this, in turn, helps to manage the high cost of living in communities like Newton. At the same time, choice also includes providing a mix of housing in all parts of the City. Integrating lower-cost housing into a variety of market areas and neighborhoods across the entire city will help promote a stronger sense of community.” p. 50</p> |  |                          |
| <b>COMMUNITY CONTACTS</b> | <p>List at least 3 Newton residents or organizations willing and able to comment on the project and its manager’s qualifications. No more than 1 should be a supervisor, employee or current work colleague of the project manager or sponsor. For housing projects, at least 2 contacts should reside in or near the project’s neighborhood.</p>   |  |                          |
|                           | <b>Name &amp; title or organization</b>   | <b>Email</b>   | <b>Phone</b>             |
|                           | N/A, City-issued RFP  |  |                          |
|                           |   |  |                          |
|                           |   |  |                          |

|  |  |   |                     |
|--|--|---|---------------------|
|  |  |   |                     |
| <b>Project TITLE</b>   | <b>West Newton Armory Affordable Housing Development</b> |   |                     |
| <b>SUMMARY CAPITAL/DEVELOPMENT BUDGET</b>  |  |   |                     |
| <b>Uses of Funds</b>   |  |   | (rounded amounts)   |
| Acquisition  |  |   | \$1                 |
| Construction   |  |   | \$18,790,630        |
| Soft Costs   |  |   | \$3,541,249         |
| Reserves   |  |   | \$451,776           |
| Developer Overhead & Fee   |  |   | \$2,243,516         |
| <b>D. TOTAL USES (should equal C. on page 1 and E. below)</b>                    |  |   | <b>\$25,027,172</b> |
| <b>Sources of Funds</b>  |  | <b>Status</b><br>(requested, expected, confirmed) | (rounded amounts)   |
| Newton CPA Funds   |  | Requested   | \$3,000,000         |
| Newton CDBG Funds  |  | Requested   | \$930,000           |
| Newton HOME Funds  |  | Requested   | \$340,000           |
| Newton Inclusionary Zoning Funds   |  | Requested   | \$890,000           |
| LIHTC Equity (Federal 9%)  |  | Expected  | \$8,706,629         |
| State LIHTC Equity   |  | Expected  | \$2,064,000         |
| State: HSF   |  | Expected  | \$1,000,000         |
| State: HIF   |  | Expected  | \$500,000           |
| State: CBH   |  | Expected  | \$868,110           |
| State: AHTF  |  | Expected  | \$1,000,000         |
| State: TOD   |  | Expected  | \$886,933           |
| Passive House Incentives   |  | Requested   | \$41,500            |
| Permanent Loan   |  | Expected  | \$4,800,000         |
| <b>E. TOTAL SOURCES (should equal C. on page 1 and D. above)</b>                 |  |   | <b>\$25,027,172</b> |
| <b>SUMMARY ANNUAL OPERATIONS &amp; MAINTENANCE BUDGET (cannot use CPA funds)</b> |  |   |                     |
| <b>Uses of Funds</b>   |  |   | (rounded amounts)   |
| Management Fee   |  |   | \$42,820            |
| Administrative (Payroll, Legal, Office, etc.)                                    |  |   | \$88,675            |
| Maintenance (Payroll, Trash/Snow Removal, Extermination, etc.)                   |  |   | \$103,207           |
| Resident Services & Security   |  |   | \$27,050            |
| Utilities  |  |   | \$52,986            |
| Replacement Reserve  |  |   | \$13,975            |
| Taxes & Insurance  |  |   | \$162,988           |
| Debt Service   |  |   | \$291,851           |
| Repayment Waterfall  |  |   | \$72,877            |
| <b>F. TOTAL ANNUAL COST (should equal G. below)</b>                              |  |   | <b>\$856,429</b>    |

| <b>Sources of Funds</b>  | (rounded amounts) |
|--|-------------------|
| Rental Income (includes subsidy through MRVP and Section 8 Vouchers) | \$856,429         |
|  | \$                |
|  | \$                |
| <b>G. TOTAL ANNUAL FUNDING</b> (should equal F. above)               | <b>\$856,429</b>  |

| <b>Project TIMELINE</b> | <b>Phase or Task</b>   | <b>Season &amp; Year</b>     |
|-------------------------|--|------------------------------|
|                         | Developer designation and execution of MOU / LDA / Agreement to Enter into Lease | December 2021 – January 2022 |
|                         | Architectural and engineering work commence                                      | December 2021                |
|                         | Presentation of preliminary plans to City boards and department heads            | February 2022                |
|                         | Comprehensive permit site eligibility requested from DHCD                        | March 2022                   |
|                         | Submit request to City of Newton for HOME and CPA Funds                          | March 2022                   |
|                         | Submit Mass. Historical Commission Project Notification Form                     | March 2022                   |
|                         | Site eligibility letter received   | May 2022                     |
|                         | Submit application to Newton ZBA for comprehensive permit                        | June 2022                    |
|                         | Receive comprehensive permit approval  | September 2022               |
|                         | Prepare DHCD One Stop application (first submission)                             | October 2022                 |
|                         | Prepare DHCD One Stop application (second submission)                            | October 2023                 |
|                         | DHCD funding decision announced  | June 2024                    |
|                         | Final construction set of drawings and final pricing. Building permit requested. | November 2024                |
|                         | Construction financing closing and acquisition of site                           | March 2025                   |
|                         | Construction begins  | April 2025                   |
|                         | Marketing begins   | January 2026                 |
|                         | Construction substantially complete  | April 2026                   |
|                         | Occupancy  | June 2026                    |

| Project TITLE   |   | West Newton Armory Affordable Housing Development   |  |
|---|---|---|--|
| ↓ Check off submitted attachments here. See also supplemental checklist for housing proposals.  |   |   |  |
| REQUIRED  | 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) |
| Pre-proposals: separate attachments not required, just use page 3 of form.<br><br>Full proposals: separate, detailed budget attachments REQUIRED. | <b>PROJECT FINANCES</b> printed and as computer spreadsheets, with both uses & sources of funds |   |  |
|   |   | <b>Development pro forma/capital budget:</b> 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)          |  |
|   |   | <b>Operating/maintenance budget, projected separately for each of the next 10 years</b> (CPA funds may not be used for operations or maintenance)   |  |
|   |   | <b>Non-CPA, CDBG, and Newton HOME funding:</b> commitment letters, letters of inquiry to other funders, fundraising plans, etc., including both cash and est. dollar value of in-kind contributions   |  |
|   |   | <b>Purchasing of goods &amp; services:</b> briefly summarize sponsor’s understanding of applicable state statutes and City policies   |  |
| Pre-proposals: recommended.<br>Full proposals: REQUIRED.  | HISTORIC SIGNIFICANCE   | ATTACHMENT 1: Analysis of Historical Significance (narrative; maximum 1 page)   |  |
|   |   | ATTACHMENT 2: Description of Historically Significant Features (maximum 1 page)   |  |
|   |   | ATTACHMENT 3. Summary & Justification of Proposed Treatment (maximum 1 page)  |  |
|   |   | ATTACHMENT 4. Newton Historical Commission Review (based on attachments 1-3 above)  |  |
| REQUIRED for full proposal.   | <b>SPONSOR FINANCES &amp; QUALIFICATIONS, INSTITUTIONAL SUPPORT</b>                             |   |  |
|   |   | <b>For sponsoring organization, most recent annual operating budget</b> (revenue & expenses) & <b>financial statement</b> (assets & liabilities); each must include both public (City) and private resources (“friends” organizations, fundraising, etc.) |  |
|   |   | <b>For project manager:</b> relevant training & track record of managing similar projects   |  |
| REQUIRED for all full proposals involving real estate acquisition, construction or other building/ landscape improvements.                        | <b>SITE CONTROL, VALUE &amp; DEED RESTRICTIONS</b>  |   |  |
|   |   | <b>Owner’s agreement to a permanent deed restriction for affordability</b>  |  |
|   | <b>ZONING &amp; PERMITTING</b>  |   |  |
|   |   | Short email confirming review by the <b>Development Review Team (DRT)</b>   |  |
|   |   | <b>Brief property history:</b> at least the last 30 years of ownership & use (ask CPC staff for assistance with sources)  |  |
|   |   | <b>Environmental mitigation plans:</b> incl. lead paint, asbestos, underground tanks  |  |
|   |   | <b>Zoning relief and permits required:</b> incl. parking waivers, demolition or building permits, comprehensive permit or special permit  |  |
|   |   | <b>Other approvals required:</b> Newton Conservation Commission, Newton Historical Commission, Newton Commission on Disabilities, Massachusetts Historical Commission, Massachusetts Architectural Access Board, etc.                                     |  |
|   | <b>DESIGN &amp; CONSTRUCTION</b>  |   |  |
|   |   | <b>Professional design &amp; cost estimates:</b> include site plan, floor plans & elevations  |  |
|   | <b>Materials &amp; finishes;</b> highlight “green” or sustainable features & materials          |   |  |
| OPTIONAL for all proposals.   |   | <b>LETTERS of SUPPORT</b>   | from Newton residents, organizations, or businesses                      |

| <b>Project TITLE</b>  |  | <b>West Newton Armory Affordable Housing Development</b>  |                                  |                                  |                    |       |
|---|--|---|----------------------------------|----------------------------------|--------------------|-------|
| <b>These attachments are required for full proposals only. Electronic attachments may be submitted as PDFs.</b>   |  |   |                                  |                                  |                    |       |
| <b>USES OF FUNDS</b> <i>Check all that apply.</i>   |  |   |                                  |                                  |                    |       |
| Acquisition   | Rehabilitation/<br>Preservation <b>X</b> | New<br>construction <b>X</b>  | Mortgage buydown/<br>refinance   | Site preparation/<br>remediation |                    |       |
| <b>TARGET POPULATION, TYPE OF HOUSING, SPECIAL FEATURES</b> – <i>Check&amp; describe all that apply.</i>  |  |   |                                  |                                  |                    |       |
| Individuals   | Families <b>X</b>                        | Seniors   | Homeless/At Risk of Homelessness |                                  |                    |       |
| Rental <b>X</b>   | Ownership                                | Condominium   | Cooperative                      | Group/congregate                 |                    |       |
| Combination or other (identify):  |  |   |                                  |                                  |                    |       |
| Special needs/disabilities (identify population & provider of support services, if any):<br>We anticipate producing 4 Community-Based Housing units which support integrated housing for people with disabilities, including elders, with priority for individuals who are in institutions, nursing facilities, or at risk of institutionalization. Supportive services will be available on site, and a needs assessment will be performed at move-in for all residents.   |  |   |                                  |                                  |                    |       |
| Special features (historic preservation, sustainability, etc.): (expand description as needed)<br>The project will preserve the historic headhouse of the West Newton Armory, adapting it into office space, a community room, and a public gallery showcasing the history of the Armory. The development will also include amenities for residents, such as a courtyard, patio, and roof deck, as well as covered parking. We have ambitious sustainability plans, including attaining passive house (PHIUS) certification and making the building all-electric, including the inclusion of a rooftop solar array. |  |   |                                  |                                  |                    |       |
| <b>UNIT COMPOSITION</b> <i>List number of units in each category.</i>   |  |   |                                  |                                  |                    |       |
| UNIT TYPE   | ≤ 30% AMI                                | ≤ 50% AMI   | ≤ 80% AMI                        | 80-100% AMI                      | Market-rate        | TOTAL |
| SRO   | 0  | 0   | 0                                | 0                                | 0                  | 0     |
| Studio  | 0  | 0   | 0                                | 0                                | 0                  | 0     |
| 1 BR  | 4  | 0   | 11                               | 0                                | 0                  | 15    |
| 2 BR  | 8  | 0   | 13                               | 0                                | 0                  | 21    |
| 3 BR  | 3  | 0   | 4                                | 0                                | 0                  | 7     |
| <b>B. Supplements to PROJECT FINANCES</b>   |  |   |                                  |                                  |                    |       |
| always  |  | <b>Market analysis:</b> including prevailing/trending rents or prices & target population   |                                  |                                  |                    |       |
| rental only   |  | <b>Rental subsidy, if any:</b> sources, commitment letters or application/decision schedules  |                                  |                                  |                    |       |
| ownership only  |  | <b>Cost of ownership analysis:</b> including proposed sales prices, owners' estimated total housing costs, % interest of affordable units & proposed condominium association budget |                                  |                                  |                    |       |
| <b>C. Supplements to SPONSOR FINANCES &amp; QUALIFICATIONS</b>  |  |   |                                  |                                  |                    |       |
| sponsor:<br>circle all that apply   | Non-profit                               | Certified CHDO  | Public Agency                    | Project LLC                      | Private for-profit |       |
| always  |  | <b>Organization mission &amp; current housing portfolio,</b> including how this project fits both; summary of previous similar projects completed, with photographs                 |                                  |                                  |                    |       |
| nonprofits  |  | <b>Board of Directors:</b> including skills, experience, tenure & City board/commission affiliations  |                                  |                                  |                    |       |
| <b>D. Supplement to COMMUNITY OUTREACH</b>  |  |   |                                  |                                  |                    |       |
| always  |  | <b>Community outreach plan &amp; efforts to date</b>  |                                  |                                  |                    |       |
| <b>E. FAIR HOUSING, ACCESSIBILITY, RELOCATION</b>   |  |   |                                  |                                  |                    |       |
| always  |  | <b>Affirmative marketing &amp; resident selection plan</b>  |                                  |                                  |                    |       |



|           |     |  |
|-----------|-----|--|
|           |     | <b>Fair housing: training completed, summary of any past complaints &amp; their resolution</b> |
|           |     | <b>Reasonable accommodation/reasonable modification policy</b>                                 |
| as needed | N/A | <b>Relocation plans/ budget/ notices</b>   |

## Photos

(from Phase I conducted by Green Seal Environmental, 8/20/2020)



Photo 1: View of the southern exterior (front) of property building, facing south.



Photo 2: View of the western exterior of property building, facing east.



Photo 3: View of northern exterior of property building, facing east.



Photo 4: View of entrance to garage, along north of building.

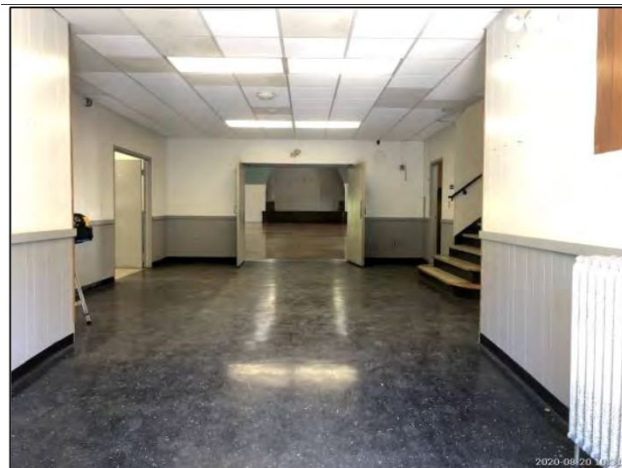


Photo 10: Southern main entrance atrium.

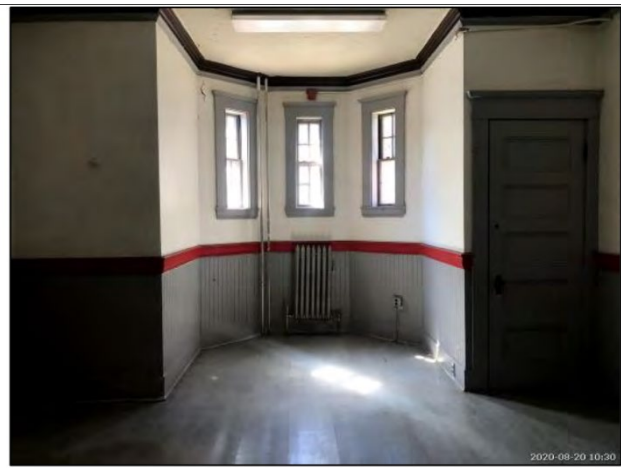
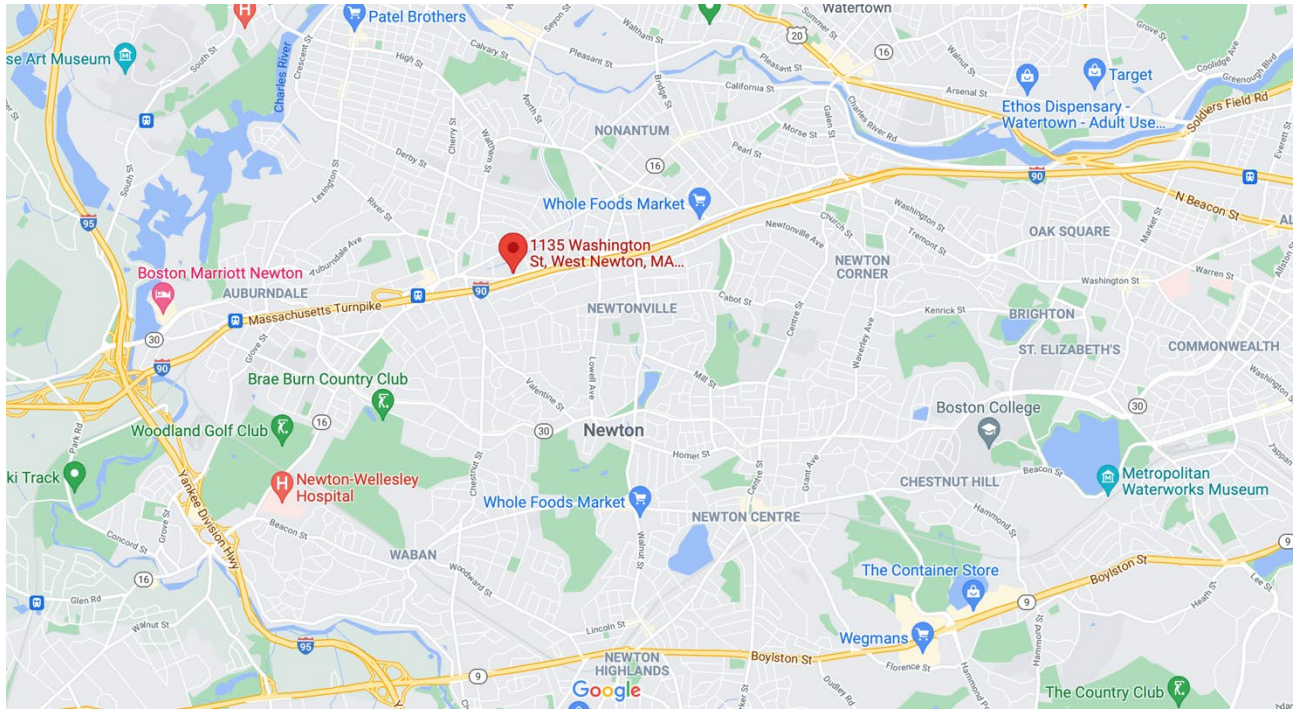


Photo 11: Ground level room, typical.

# Maps

## 1. City-Wide Map



## 2. Assessor's Database

<https://newtonma.mapgeo.io/datasets/properties?abuttersDistance=100&latlng=42.34974%2C-71.219972&previewId=31007%200027&zoom=18>

**Property**

|                      |                         |
|----------------------|-------------------------|
| Property SBL         | 31007 0027              |
| Address              | 1135-1137 WASHINGTON ST |
| Tax Bill Number      | 2205491                 |
| Land Use             | 9220                    |
| Land Use Description | MASS DEPT CORRECT       |
| Lot Size             | 33,150 sq ft            |
| Frontage             | 110 ft                  |
| Zoning               | BU2                     |

### 3. Bird's-Eye View | Close-Up



### 4. Bird's-Eye View | Neighborhood Context

