



CPA Funding Application Pre-Application

City of Worcester

Submitted On:

Dec 2, 2025, 10:16AM EST

Project Name	Electrical Upgrades to Institute Park's Gazebo
Project Location and/or Address	Institute Park, 82 Salisbury Street, Worcester, MA 01609
Project Lead Organization (or Individual if Applicable)	Friends of Institute Park, Inc.
Legal Status of the Organization	501(c)3
Current Property Owner (if Different from the Applicant)	City of Worcester
Please attach written permission by the property owner for submission of this application if other than applicant.	ParksRAntonelliInstPkAuthorization12125.pdf
Brief Project Description	This project will upgrade the electrical power capacity at the Gazebo in Institute Park. With expanded power, this project will serve programs of Friends of Institute Park, WPI, and other community groups for events and classes.
Project Contact Information	Paul Levenson [REDACTED] [REDACTED]
What CPA category does this project fall under? (Check All that Apply)	Open Space and Recreation
What activity are you proposing to do in this category? (Check All that Apply)	Create Rehabilitate / Restore
What is the total project budget?	Unknown at this time, but we anticipate it will be less than \$50,000
How much are you requesting in CPA funding?	100% of the capital expense costs of this project
What general budget line items will the CPA funds be used for? (CPA funds can only be used to fund capital expenses. Maintenance activities are not eligible.)	Trenching of underground conduit from the main electrical box on Salisbury Street near restroom entrance to Gazebo site; wiring from main electrical box to Gazebo site;
Eligible Open Space and Outdoor Recreation Project location. Open Space and Outdoor Recreation projects funded with CPA must take place on land that is permanently	This project takes place in an existing municipal or state park. These spaces are considered protected under Article 97.

protected for recreational or conservation use. NOTE: Projects that take place in the public right of way (ROW) are not eligible for CPA funding in this category.

Is there anything else you would like us to know about your project at this stage?

Friends of Institute Park, Inc. has engaged Shepherd Engineering of Worcester (for \$3,500) to draw plans and specifications for this project - the completed plans (expected mid-December, 2025) will then be furnished to three electrical contractors for competitive bids.

With my initials below, I confirm that the above information is true to the best of my knowledge and understand that major changes to the project outlined above may void a positive Determination of Eligibility.

PJL

With my initials below, I understand that CPA funding is reimbursement based, and that, if awarded, my organization would have to cover some or all of the upfront costs of the project.

PJL



CPA Funding Application Form

City of Worcester

Submitted On:

Jan 6, 2026, 12:59PM EST

Project Name (Please make sure this corresponds with the Project Name on the Determination of Eligibility Form)	Electrical Upgrades to Institute Park's Gazebo
Project Contact Information	Paul Levenson, Exec. Dir. Friends of Institute Park [REDACTED] [REDACTED]
Please briefly describe your project.	This project seeks to upgrade the electrical power capacity of the gazebo in Worcester's Institute Park. With this expanded power, this project will serve programs of Friends of Institute Park, Worcester Polytechnic Institute, the Massachusetts Symphony Orchestra, and other community groups utilizing this space for events, gatherings, and classes.
What permissions, permits and plans will be necessary to carry out this project, and what is the status of their acquisition?	The City of Worcester Department of Parks, Recreation and Cemetery has approved and granted permission for the electrical upgrades to Institute Park's gazebo, contingent on CPA approval (see letter dated December 1, 2025 from Worcester Parks Commissioner Robert C. Antonelli, Jr. attached below)
Please attach any related permissions or permits related to the project.	CPA - Parks Dep't Approval.pdf
Do you foresee any delays in acquiring these permissions within the next 6 months? If yes, please explain, otherwise, type N/A.	N/A
What is the desired start and end date of this project?	Start Date: July 1, 2026; End Date: No later than December 1, 2026
Please attach a Timeline for the project.	CPA - Timeline.pdf
Please upload a complete project budget (.xlsx or .pdf) that includes the source of the funding for each line item. CPA funds can ONLY be used on CPA eligible project elements. Please make sure to be specific about the use of all CPA monies requested.	CPA - Budget.pdf
Please upload any renderings and/or estimates for this project.	CPA - Plans _ Specifications.pdf CPA - Cost Estimates.pdf

What is the status of the match funding identified in the budget?	Friends of Institute Park has contracted with and paid Shepherd Engineering, Inc. (see attached invoice and check from our organization) for full Plans and Specifications for the electrical upgrades that are the subject of this application. The Plans and Specifications are attached above. A proposal from electrical contractor Dagle Electrical Construction Corp. whose bid was based on the Plans and Specifications is also attached.
Please upload commitment letters and/or funding agreements demonstrating that match funding is in place.	CPA - Cost Estimates.pdf
Please explain why CPA funding is needed for this project. If CPA is the only proposed funding source for this project, please explain why.	CPA funding is needed for this project to enable this project to become fully funded and benefit a public park in Worcester. Friends of Institute Park, Inc., a 501 (c)(3) non-profit organization is a group of modest means, but has a 20-year track record of being a catalyst for positive change for Worcester's Institute Park. Our efforts have produced many improvements in this park through partnerships with the City of Worcester, the Commonwealth of Massachusetts, the federal government, and WPI
Please describe the experience of the project manager or project management team in completing a project like this one. Please include examples of similar projects pursued in the past, and why they are relevant.	Although this project will be paid with funds flowing through Friends of Institute Park, Inc., the project manager for this project will be the City of Worcester Parks Department. As with all physical improvements that have been made to Institute Park, the Worcester Parks Department has vast experience in overseeing all such improvements. Worcester Parks has overseen similar projects at Green Hill Park, University Park, Great Brook Valley, Tacoma St. Playground, and others.
Please describe the financial position of the organization and its ability to cover the upfront costs of this project. CPA funding is provided on a reimbursement basis.	Friends of Institute Park, Inc. is fully committed to undertaking this project. The organization has a working fund that will be sufficient to cover the first invoice from the contractor. With reimbursement from the City for each expended payment, Friends will be able to cover each subsequent invoice.
Please upload any reports that may be helpful in establishing a capable financial position.	CPA - FOIP Financial Position.pdf
How will this resource/property/building be maintained in the future?	Part of the improvements for this project will be underground, therefore maintenance costs will be very manageable. The Worcester Parks Department, similar to all built improvements in Institute Park, will maintain the improvements that are the subject of this application.
Please describe how this project/program will benefit Worcester residents in general, as well as specific groups that will benefit from the project.	Worcester residents use Institute Park daily for recreation, relaxing, viewing nature, cultural events, and even life cycle events such as wedding ceremonies occurring at Institute Park's gazebo. The proposed improvements will benefit (i) FOIP as it highlights the gazebo's amenities to host various events (ii) WPI as a place for informal outdoor classes for its students; and (iii) the Massachusetts Symphony's proposed jazz concert series.
Please identify which of the Community Priorities identified in the Community Preservation Plan align	PRIORITY 1: Increase accessibility to historic resources, open space, parks, and in community housing.

with this project (check all that apply).	PRIORITY 3: Prioritizing investments into projects that address a demonstrated need in a geographic area.
Please describe how this project aligns with the above Community Priorities.	<p>This project aligns with Priority 1 by increasing accessibility to, and use of, a public park.</p> <p>This project aligns with Priority 3 as Institute Park is one of the most frequently used public parks for community festivals. The additional resources afforded by this project will only enhance Institute Park's desirability for hosting such festivals and other community gatherings.</p>
Historic Resource Category Goals	This project does not align with any of these Category Goals.
Open Space and Recreation Category Goals	GOAL 2: Refurbish existing park amenities to meet the city's changing needs.
Community Housing Category Goals	This project does not align with any of these Category Goals.
Please describe how this project aligns with the above Category Goals.	This project aligns with Goal 2 of the Open Space and Recreation Category Goals. Enhancing Institute Park's gazebo for expanded public use through upgraded amenities such as increased power at that site helps to achieve meeting the city's changing needs of its growing populace.
Does your project align with any other City or Regional Plans? Please be specific. See the City of Worcester website to view local plans.	This project aligns with Institute Park's Master Plan which was adopted by the City in December, 2007. On page 18 of the plan, "the...Gazebo will provide a place in the park that can be used as a small venue for...performances...and can be used by WPI as a place where professors can hold informal outdoor lectures." This project also aligns with the City and MCC-designated Salisbury Cultural District, in which it is located, to serve as a cultural resource and destination for visitors to Worcester.
Does your project have community support? Please describe outreach efforts for this project.	Friends of Institute Park, Inc. which is a contributing member-based non-profit organization, has the support of all of its members for this project. Those members include a number of area neighbors of the park. Friends also has excellent working relations with the Worcester Parks Department as well as area stakeholders such as WPI and the Massachusetts Symphony Orchestra. Please see attached support letters from WPI and MSO.
Please upload any letters of support.	CPA - Support Letters.pdf
Is there anything else you want the CPC to know about your project?	For more information on Friends of Institute Park, an organization that is dedicated to improving Worcester's Institute Park and adjacent Salisbury Pond, please visit our website at www.institutepark.org