



CPA Funding Application Pre-Application

City of Worcester

Submitted On:

Dec 2, 2025, 05:29PM EST

Project Name	Knollwood Mansion Building Envelope Upgrades
Project Location and/or Address	The Knollwood Mansion is located at 425 Salisbury Street, Worcester, Ma on a 15-acre estate listed on the National Register of Historic Places in 1980 and the home to Notre Dame Academy of Worcester.
Project Lead Organization (or Individual if Applicable)	Notre Dame Academy is a private, all-girls, private Catholic school is the lead organization.
Legal Status of the Organization	501(c)3
Current Property Owner (if Different from the Applicant)	Notre Dame Academy of Worcester is the sole owner of the property.
Brief Project Description	This project will complete exterior building envelope repairs / replacements to the roof and exterior facade needed to preserve Knollwood Mansion in accordance with historic preservation standards and to ensure its safe long-term use.
Project Contact Information	Renee Mikitarian-Bradley [REDACTED] [REDACTED]
What CPA category does this project fall under? (Check All that Apply)	Historic Resources
What activity are you proposing to do in this category? (Check All that Apply)	Preserve Rehabilitate / Restore
What is the total project budget?	\$ 373,115
How much are you requesting in CPA funding?	\$ 298,115
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.)	The funds will be used for the following: - Repair / replace damaged roof tiles & flashings and copper downspouts & collection boxes, - Replace garage membrane roof & flashings, - Repair exterior stucco wall cladding, wash & paint the building.
Eligible Historical Resources: Which of the following applies to your historical resource?	The historical resource is more than 50 years old AND is listed on the State Register of Historic Places. Note: Any property listed on the National Register or located in a Local Historic District is automatically listed on the State Register.)
Please upload a copy of your MACRIS listing or other proof of Register listing.	WOR.O.pdf

<p>Preservation Restrictions: Does your property have any deeded Preservation Restrictions? Note: Project awards over certain thresholds may require the Awardee to place a Preservation Restriction on the property as part of the grant agreement. More information on award thresholds and Preservation Restrictions can be found in the Worcester Community Preservation Act (CPA) Funding Application Form Guidance for Applicants.</p>	No
<p>Please Note: You do not need an existing Preservation Restriction to apply for CPA funding. However, by initialing the following box, you recognize that a Preservation Restriction may be required as part of your Grant Agreement. More information on award thresholds and Preservation Restrictions can be found in the Worcester Community Preservation Act (CPA) Funding Application Form Guidance for Applicants.</p>	RMB
<p>Is there anything else you would like us to know about your project at this stage?</p>	<p>Notre Dame Academy faces urgent infrastructure needs in two academic buildings while also needing to address life-safety, accessibility, and building-system upgrades at Knollwood. Together, these needs pose a major financial challenge. CPA support is essential to protect this irreplaceable historic resource and will allow NDA to advance Knollwood’s future as a shared educational and cultural asset for the Worcester community.</p>
<p>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.</p>	RMB
<p>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.</p>	RMB



CPA Funding Application Form

Submitted On:

Jan 6, 2026, 11:55AM EST

City of Worcester

Project Name (Please make sure this corresponds with the Project Name on the Determination of Eligibility Form)	Knollwood Mansion Building Envelope Upgrades
Project Contact Information	Renee Mikitarian-Bradley [REDACTED] [REDACTED]
Please briefly describe your project.	CPA-eligible historic preservation work will focus exclusively on the building envelope, addressing urgent roof and exterior repairs necessary to prevent ongoing water intrusion and deterioration of the historic Knollwood Mansion. The scope of work includes repair and replacement of roof tiles, flashing, and copper downspouts on the main building, along with full roof replacement of the attached garage. In addition, deteriorated exterior stucco will be repaired and the entire building repainted. These improvements are essential to preserving the structural integrity and historic character of the property, protecting interior spaces, and ensuring the Mansion's continued safe use. All work will be completed in accordance with recognized historic preservation standards to support the long-term stewardship of this significant historic resource.
What permissions, permits and plans will be necessary to carry out this project, and what is the status of their acquisition?	<p>This project is well positioned to proceed upon award of funding. All work has been scoped to preserve the building's physical integrity and historic character. Because the existing roof tiles are historically significant, priority will be given to reusing original materials, including excess tiles in storage, consistent with historic preservation best practices. Stucco repairs are technically straightforward; however, research will be conducted to match period-appropriate paint colors.</p> <p>All work will be reviewed and approved by the Preservation Planner within the Office of Economic Development. No zoning variances or special permits are required. Required approvals are anticipated within 30–60 days of grant award, with construction beginning immediately thereafter. The project complies with historic preservation standards, and all work will be documented with before-and-after photography to meet grant reporting and compliance requirements.</p>
Do you foresee any delays in acquiring these permissions within the next 6 months? If yes, please explain, otherwise, type N/A.	No delays are anticipated in obtaining the required permissions or permits. The project scope has been reviewed for compliance with applicable preservation and permitting requirements, and coordination with the Preservation Planner in the Office of Economic Development is already established. All necessary approvals are expected to be secured well within the next six months, allowing the project to proceed on schedule.

What is the desired start and end date of this project?	This project is shovel-ready and will begin immediately upon execution of grant agreements and receipt of required permits. Construction is expected to take about 4 months.
Please attach a Timeline for the project.	Project Schedule_ Jan .xlsx
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.	Project Budget_Pre-Application Dec 3_final.xlsx
What is the status of the match funding identified in the budget?	Match funding is fully secured and committed by Notre Dame Academy, and represents 20.1% of the project budget, a substantial investment in the project. These funds are allocated in the project budget and are available to support timely completion and compliance with CPA requirements. Written documentation of this commitment is available upon request.
Please explain why CPA funding is needed for this project. If CPA is the only proposed funding source for this project, please explain why.	NDA is implementing a Master Campus Plan to preserve its historic facilities, including Knollwood and two other buildings listed on the National Register of Historic Places. Over half of identified costs address deferred maintenance and aging infrastructure. While a Capital Campaign is approved, projected fundraising will cover less than half of documented needs and must also support student scholarships. CPA funding is essential to leverage institutional investment for urgent needs.
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.	The project will be managed by Luring Construction, a Worcester-based general contractor led by VP Michael Luring, whose experience aligns with grant criteria for organizational capacity, risk management, and historic preservation delivery. Mr. Luring has extensive experience managing capital improvements to historic buildings in compliance with preservation standards. In 2013–2014, the firm managed the Gage House renovation, converting a historic residence into academic space while completing life-safety, accessibility, roofing, and mechanical upgrades through coordination with preservation authorities. In 2009, they completed the Student Center addition. Across both projects, the firm demonstrated effective cost estimating, contractor coordination, phased schedule control, and disruption minimization. These experiences establish Luring's capacity to manage construction, financial, and schedule risks and deliver this project in compliance with historic preservation grant.
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.	Notre Dame Academy operates on a lean budget as a tuition-based school, with stable enrollment over the past three years despite Worcester's highly competitive educational landscape. The Academy maintains a restricted financial aid and scholarship fund of approximately \$1 million, of which about 10% is awarded annually to support student access and affordability. In addition, NDA has a Board-restricted fund of approximately \$500k which, per the organization's Investment Policy, can be accessed with Board approval.

	These Board-restricted funds can be used to cover the upfront project costs required for CPA reimbursement. This financial structure demonstrates the Academy's ability to responsibly manage short-term expenses while actively pursuing longer-term funding through strategic planning and philanthropy.
How will this resource/property/building be maintained in the future?	No additional CPA funding is anticipated for post-completion maintenance. NDA continues to cover utilities and insurance for Knollwood Mansion through its operating budget. In addition, a dedicated trust established by Sara Knowles deCoizart and managed by JP Morgan provides approximately \$35,000 annually for ongoing maintenance of her childhood home. Planned upgrades, enrollment stability, and expanded public use will further support long-term sustainability and stewardship.
Please describe how this project/program will benefit Worcester residents in general, as well as specific groups that will benefit from the project.	This project benefits Worcester residents by preserving Knollwood as a shared educational and cultural asset with expanded public access. Beneficiaries include NDA students; local nonprofits, parishes, extensive community service partnerships; neighborhood residents; and community groups utilizing the site for programs and events. By improving interior and exterior spaces, the project supports education, civic engagement, wellness, and long-term public use of a significant historic resource.
Please identify which of the Community Priorities identified in the Community Preservation Plan align with this project (check all that apply).	<p>PRIORITY 1: Increase accessibility to historic resources, open space, parks, and in community housing.</p> <p>PRIORITY 2: Advance the city's sustainability and climate resilience goals.</p> <p>PRIORITY 3: Prioritizing investments into projects that address a demonstrated need in a geographic area.</p>
Please describe how this project aligns with the above Community Priorities.	<p>This project advances all three Community Priorities identified in the Community Preservation Plan. Preservation of Knollwood Mansion increases long-term access to a significant community-serving historic resource by ensuring the building remains safe, functional, and available for educational and cultural programming serving the Worcester community, particularly young women. The project supports sustainability and climate resilience goals through repair and reuse of an existing historic structure, reducing material waste and extending the life of the building envelope.</p> <p>The project also addresses a demonstrated local need by investing in the preservation of a prominent historic asset experiencing deferred maintenance and water intrusion. Through strategic planning underway at Notre Dame Academy, Knollwood is envisioned as an inclusive community resource supporting public programming, educational enrichment, and stewardship of Worcester's historic and cultural heritage.</p>
Historic Resource Category Goals	<p>GOAL 1: Acquire and restore historic buildings in danger of demolition.</p> <p>GOAL 2: Promote adaptive reuse or deconstruction for historical preservation.</p> <p>GOAL 4: Preserve underrepresented stories.</p>
Open Space and Recreation Category Goals	This project does not align with any of these Category Goals.
Community Housing Category Goals	This project does not align with any of these Category Goals.

<p>Please describe how this project aligns with the above Category Goals.</p>	<p>This project directly supports Historic Resources Category Goals by preserving and stabilizing Knollwood Mansion, a significant historic structure threatened by ongoing deterioration due to deferred maintenance and water intrusion. By addressing critical building envelope repairs, the project safeguards the Mansion from further damage and potential loss, consistent with Goal 1.</p> <p>This project also enables continued adaptive reuse of the building for educational and cultural purposes, aligning with Goal 2 by maintaining the Mansion as an active, community-serving resource rather than allowing disuse or decline. Through its educational mission and inclusive programming focused on young women, the project also advances Goal 4 by supporting underrepresented stories and ensuring that historic preservation benefits are broadly shared across the community.</p>
<p>Does your project align with any other City or Regional Plans? Please be specific. See the City of Worcester website to view local plans.</p>	<p>Yes. This project aligns with the Worcester Now Next Plan by supporting adaptive reuse and preservation of historic buildings for cultural and educational use—key goals in the “Culture and Creativity” section and the City’s reinvestment in existing institutional and historic assets. It also aligns with the Community Preservation Plan’s Historic Resources goals, including Goal 2: Promote adaptive reuse, and addresses Priority 1: Increasing accessibility and Priority 2: Advancing sustainability.</p>
<p>Does your project have community support? Please describe outreach efforts for this project.</p>	<p>Yes, this project has strong community support. Outreach efforts include coordination with Preservation Worcester and other long-standing community stakeholders. In addition, a letter has been uploaded from Ann Morrison SNDdeN, previous NDA Principal, and a long-term resident of the Mansion with strong historical knowledge of the Knollwood family and Estate. These partnerships reflect shared interest in preserving Knollwood as a historic and educational asset for the Worcester community.</p>
<p>Please upload any letters of support.</p>	<p>LOS for NDA_ Knollwood Project - Ann Morrison.pdf</p>
<p>Is there anything else you want the CPC to know about your project?</p>	<p>For 75 years, Notre Dame Academy has been part of Worcester’s civic and cultural landscape. The Academy serves approximately 250 students, with 27% residing in Worcester and nearly 60% receiving financial aid, underscoring NDA’s commitment to access and equity. Students contribute thousands of volunteer service hours annually through partnerships with more than 70 local nonprofits, parishes, and community-based organizations.</p> <p>Investment in Knollwood’s building envelope will strengthen this legacy by protecting a significant historic asset and expanding the Academy’s capacity to serve as a shared cultural and educational resource. Facility improvements identified in the Master Campus Plan will enhance campus spaces for student performances, assemblies, alumnae and parent events, and community programming, expanding access to history, green space, and learning opportunities. CPA funding will ensure Knollwood’s continued use as a safe, accessible, and enduring community resource.</p>