



The Kevin and Mary Daniels Fund

The National Main Street Center, in partnership with the City of Nampa, Idaho, the National Trust for Historic Preservation, and the National Trust Community Investment Corporation are pleased to offer the Kevin and Mary Daniels Fund, made possible through generous donations from Main Street board members, colleagues, and friends. The fund is a tribute to all that Kevin and Mary Daniels have done for America's cultural heritage.

The Kevin and Mary Daniels Fund will provide 0% interest loans to business and building owners in Nampa to support façade improvements on buildings and storefronts, community transformation projects, and small business relief from COVID-19 impacts. This program is intended to provide local Main Street America® programs with an additional "tool" in their economic vitality tool-box and help stimulate local economies using an innovative funding mechanism.

20% of the fund will also be available as a match for Nampa's Community Development Block Grant Historic Façade Rehabilitation Program. The program is part of Nampa's overall strategy to catalyze new development in its historic downtown core.

Program Basics

Small Project Funds Terms and Amounts

- Small Project Fund loan maximum is **\$10,000** with an interest rate of zero percent (0%). For any one project submission, the **loan amount will not exceed \$10,000**. Minimum loan of \$2,500 preferred.
- With projects whose total amounts are \$19,999 or less, Small Project Fund loan recipients will receive a loan of 0% of the total project amount.
- Repayment period for all loans is 36 months, beginning on the day of disbursement.
- Applicants who submit applications between May 1, 2020, and May 1, 2021 will be eligible for a repayment deferral period of 180 days. All applicants will then be required to begin repayment, repaying the loan in 30 equal monthly installments until the end of the loan period.
- Maintain building ownership for five (5) years.
- *For façade improvement and community transformation projects, applicant is required to provide a 50% match. For example, in a \$15,000 project, recipients would receive a \$7,500 loan and provide a \$7,500 match.*



Loan Use:

Business Relief

- The funds must be used towards reopening efforts for existing commercial or mixed-use buildings within the Nampa Historic District, including but not limited to:
 - General operating expenses.
 - Outdoor dining apparatus (chairs, tables, umbrellas, fencing).

Façade improvement

- The funds must be used towards exterior rehabilitation for improvement of existing commercial or mixed-use buildings located in the Nampa Historic District. Eligible projects include, but are not limited to:
 - Awnings, canopies, storefronts, doors;
 - Landscaping;
 - Exterior lighting;
 - Window repair;
 - Masonry work;
 - Paint;
 - Signage.

Community transformation projects

- The funds must be used towards streetscape infrastructure improvements within the Nampa Historic District including, but not limited to:
 - Historical interpretative signage.
 - Public art such as murals, interactive sculptures, interactive play features/games.
 - Lighting fixtures.
 - Placemaking projects such as art, street art, and/or shade structures.
 - Sidewalk extension for outdoor dining such as infrastructure improvements.
 - Public event space making improvements.

Additional considerations:

- **Business Relief:** All proposed business relief applications must be submitted with a budget to be reviewed and approved by MSA and the City of Nampa
- **Community Transformation projects:** All proposed community transformation projects must be submitted with a full scope of work to be reviewed and approved by MSA and the City of Nampa.
- **Façade Improvements:** All proposed rehabilitation work and improvements must be submitted to and approved in advance by MSA and the City and be conducted in accordance with local design guidelines and the Secretary of the Interior's Standards.
 - Successful applicants must preserve and repair original historic materials wherever possible.
 - No portion of the funds may be utilized for interior improvements to the building.
 - No portion of the funds may be utilized for work completed prior to receipt of the loan.



Who is eligible?

- Building owners and/or tenants of existing buildings located within Nampa Historic District in Nampa, ID.
- **For business relief loans**, eligible businesses/applicants must have fewer than 15 full-time employees.
- Applicants will submit a Daniels Fund loan application describing the proposed project for review by MSA and the City of Nampa.
- Once approved, the MSA will work with the City of Nampa and eligible loan applicants to complete a formal loan agreement.
- Applicants will be required to submit personal and company/organization financial data and credit history with the formal loan application prior to being approved for a loan.
- Applicants will be required to comply with all Federal and State Civil Rights and Equal Employment opportunity laws and agree not to discriminate on the basis of race, color, sex, religion, marital status, disability, age, sexual orientation, or national origin.
- *For façade improvement and community transformation projects only, tenant applicants will be required to submit written evidence of building owner’s approval of the application.*

Timeline

- Initial applications from property owners and tenants are received by MSA and the City of Nampa for approval beginning May 1, 2020. Additional applications will be reviewed and approved on a rolling basis.
- Funding of the loans from MSA will begin in May 2020. Loans will be disbursed up front and in full.
- All loans must be paid back within the 36-month repayment period.
- Signed loan and security agreements will function as lien positions, and recipients will be required to sign a personal guaranty.

Reporting

Loan recipients will be required to track and report indicators as prescribed by the local Main Street director, on an annual basis.

For business relief and outdoor seating apparatus loans, the following are possible indicators that would be required to track over the 36-month timeframe:

- Number of jobs retained or created;
- Number of new or increase in customers or clients (includes increase in online traffic);
- Sales or revenue figures;
- Business expansion efforts, e.g., e-commerce platform, walk-up windows, curbside pick-up or delivery;
- Shifts in policy/regulation that open new business opportunities, e.g. liquor licensing.



For façade improvement and community transformation projects, the following are possible indicators that would be required to track over the 36-month timeframe:

- Number of new or increase in customers or clients (includes increase in foot traffic);
- Sales or revenue figures;
- Rental revenue, if applicable;
- Other kinds of renovation taken on during the project timeframe;
- Change in building use;
- Change in vacancy status;
- Before and after photos.

Some of the above metrics will vary according to business and project type. MSA and the City of Nampa will work with loan recipients to determine which metrics best capture the effects of the project, and these tracked metrics can be estimates. MSA will gather the reports from the loan recipients.

Note: If exterior work is being done as part of the project, loan recipients will be required to submit signed lien waivers from all contractors and subcontractors as work is completed.



The Kevin and Mary Daniels Fund Loan Application

Instructions: Complete all sections of the application and attach documentation as requested. Brief answers are encouraged. However, if you need additional space to respond to the narrative questions, please use a separate sheet of paper for each response, clearly indicating which section and question number relate to the response.

Main Street America (MSA) will accept and process loan applications beginning on **May 1, 2020**. Applications will be accepted and processed on a rolling basis.

Please submit loan applications, including all exhibits and attachments, to Main Street America, either by mail or email (preferred):

Brittani' Batts, Associate Manager of Projects and Research
Main Street America
53 West Jackson Blvd., Ste. 350
Chicago, IL 60604
Email: bbatts@savingplaces.org



SECTION ONE - APPLICANT

Name of Applicant: _____

Company Name: _____ Date Established: _____

Type of Company/Organization:

- Limited Liability Company
- Limited Partnership
- Partnership
- S Corporation
- C Corporation
- Sole Proprietorship
- Nonprofit Organization

Contact Person/Title: _____

Street Address: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (____) _____ Fax: (____) _____

Email Address: _____

1. In the past, has the applicant received financial assistance from the City of Nampa?

Yes

- Project Name(s): _____
- Name of Program(s): _____
- Year(s) Received: _____
- Amount(s): _____
- Was the financial assistance in the form of a loan? Has it been repaid? If not, what is the final maturity date of the loan?

No



For façade improvements or community transformation projects only:

1. Is the applicant the owner of the building?

Note: The owner can show proof of ownership with a copy of the property tax records or a copy of the deed.

Yes. The building owner is required to provide proof of ownership such as payment of property taxes or property deed

No.

Note: If the applicant is not the owner of the builder, the applicant is **required** to submit written evidence of building owner’s approval of the application (refer and fill out number 2).

Note: the owner’s approval can be shown in a simple letter.

2. Please provide building owner’s contact information.

Name of Owner/Company/Organization:

Contact Person: _____

Street Address: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (____) _____ Fax: (____) _____

Email Address: _____



SECTION TWO - THE PROJECT

- ✓ Please see **LOAN USE** on page 2 for details on eligible work.
- ✓ **If applying for façade improvement or community transformation project, attach any illustrations or specifications that illustrate the project’s scope of work.**

Note: Narrative description highlighting the drawings, renderings, architectural plans, construction contract, construction schedule, proposed materials, color samples, and cost estimates are all examples of ways to show us the scope of work.

1. Describe what the funds will be used for. With this application, please submit an itemized budget describing use of the request funds.

2. Fund expenditures are expected between _____(MM/DD/YYYY) and _____(MM/DD/YYYY).

3. Is the business located in the Nampa Historic District?

Yes:

No:

4. Is the business endangered?

a. Yes, explain how:

b. No



For façade improvements or community transformation projects only:

5. Name and Location of Project:

c. Building Name (if applicable): _____

d. Building Address: _____

e. Business Name (if applicable):

f. Business Street Address (if different from the building address):

6. The current status of the project property is:

- Vacant
- Occupied

7. Work is expected to begin _____(MM/DD/YYYY) and be completed by _____(MM/DD/YYYY).

8. Is there any opposition to the project?

g. Yes

i. Please describe: _____

h. No

i. Don't know

9. Describe plans, if any, for community participation in the project.



10. Are the project buildings or neighborhood recognized for their cultural/historical significance by any of the following designations:
- National Historic Landmark (NHL)
 - National Register of Historic Places (NR)
 - State Designation Program
 - Local Designation Program
 - Other: _____
11. Is the project located in the Nampa Historic District?
- Yes:
 - No:
12. Is the project property endangered?
- j. Yes, explain how:

 - k. No
13. If you have completed architectural plans and specifications, have they been reviewed and/or approved by:
- Main Street America
 - City of Nampa
 - Local Preservation Committee



SECTION THREE – FINANCING

In addition to the questions in this section, please complete Exhibit A as appropriate. Please see LOAN AMOUNTS AND TERMS on page 1 for further details.

1. Requested Loan Amount (cannot exceed \$10,000): \$ _____
2. Requested Loan Term (cannot exceed three years): _____ years
3. **For façade improvements and community transformation projects only:**
 - a. Total Estimated Project Cost: \$ _____
4. Describe any other current or proposed liens on the property:
 - a. Other existing liens:

 - b. Other proposed liens:

5. Describe the source(s) of funds to repay the Daniels Fund loan:

6. **For façade improvements and community transformation projects only: describe the source of the required 50% match.**

Acting as a duly authorized representative of the described project and its sponsoring company/organization, I am submitting this request for financial assistance from The Kevin and Mary Daniels Fund. I have provided all information requested to the best of my knowledge, and I have read and fully understand the requirements of the Program.

Signature: _____ Date: _____

Name and Title: _____

Please complete the attached Exhibit A as appropriate.



EXHIBIT A Project Budget

Instructions: Provide a budget for the project with cost estimates and indicate assumptions for all estimated costs. Total project costs must equal total project sources.

For façade improvement and community transformation projects only: ANTICIPATED SOURCES AND USES

Please list all of the sources and uses of the project. Sources include the loan you are requesting with this application plus any other financing that will go into the project, including but not limited to bank financing, owner cash, and/or other grants. Uses include the façade improvements and any other improvements that are included with what the MSA will be funding. The total sources must equal the total uses.

SOURCES	\$ AMOUNT	USES	\$ AMOUNT
TOTALS			



The Kevin and Mary Daniels Fund Application Checklist

- ✓ **Signed and Dated Loan Application**

- ✓ **Project Scope of Work/Intended Use**
 - **Note for business relief and outdoor seating apparatus projects:** Please submit an itemized budget that shows what the loans will be used for. Preferred formats include: Word, PDF, and Excel/CSV.
 - **Note for façade improvement or community transformation projects:** Narrative description highlighting attached drawings, renderings, architectural plans, construction contract, construction schedule, proposed materials, color samples, and cost estimates are all examples of ways to show us the scope of work.

- ✓ **For façade improvement or community transformation projects only:
Proof of Ownership**
 - **Note:** The owner can show proof of ownership with a copy of the property tax records or a copy of the deed.
 - If the applicant is NOT the owner of the builder, the applicant is **required** to submit written evidence of building owner’s approval of the application. **Note:** the owner’s approval can be shown in a simple letter.

- ✓ **Exhibit A**
 - Project Budget
 - **For façade improvement or community transformation projects only:** Anticipated Sources and Uses