



City of Nampa  
Downtown Historic District

Façade Rehabilitation  
Design Assistance 5-year  
forgivable loan Program

Restoring and Revitalizing  
Our Downtown





Downtown Nampa is blessed with many beautiful historic buildings that reflect the City of Nampa's heritage. Unfortunately, many of these buildings have experienced unsympathetic façade renovations that have compromised the original historic beauty of the building. In an effort to help revitalize downtown Nampa, the City of Nampa is offering a 5-year forgivable loan to historic property owners and their tenants in an effort to encourage them to restore their properties' original facades. The city is willing to provide design assistance and reimburse up to 50% of the façade restoration costs of qualifying projects. However, to participate, projects must adhere to recognized standards of historic preservation.



## **FAÇADE IMPROVEMENT PROGRAM**

**Project Description:** The City of Nampa Economic Development Department has established a Façade Improvement Program, which offers technical and financial assistance to property owners or tenants seeking to renovate or restore their commercial building facades in the Downtown Historic District. This program will consist of two parts: 1) Design Assistance; and 2) Reimbursable Matching 5-year forgivable loan for Project Costs. The program is eligible to those who undertake commercial façade improvements that return the façade to its historic appearance.

### **5-year forgivable loan Available:**

- 1) Design Assistance
- 2) Construction **Reimbursement**– up to 50% (maximum \$40,000) of the cost of façade restoration as a reimbursable 5-year forgivable loan.

### **Application Process:**

To apply, contact the City of Nampa Economic / Community Development Department, before any work has begun. Complete the attached application and return it and its required attachments to the Assistant Director.

The applicant may be the property owner or the tenant. A tenant must have the property owner's signed approval.

### **Eligibility:**

Eligible Buildings Must:

- 1.) Be at least 50 years old.
- 2.) Be utilized for ground floor commercial purposes as defined by the City of Nampa zoning ordinance.
- 3.) Be within the City of Nampa's Downtown Historic, Village, or Business District zones.
- 4.) Be structurally sound and weather-tight.





## **HISTORIC FAÇADE REHABILITATION 5-year forgivable loan GUIDELINES**

- A. Where practical, all building facades shall be restored to their original period design utilizing the Secretary of Interior's Standards for Rehabilitation. All projects shall comply with the city design standards for the Downtown Historic District outlined in Chapter 10-15 of the city code. If it is deemed not practical by the City of Nampa and its consultants, then a similar architectural design shall be used.
- B. All storefronts shall be designed, constructed, and maintained to compliment and accept the architectural features of the building. All accessories, signs, awnings, etc. shall likewise compliment the overall character of the building. Building owners are required to review the adopted Design Guidelines for the Downtown Historic District prior to the start of construction.
- C. All color schemes shall accent the building as well as compliment the adjacent buildings.
- D. Funds shall be allocated based on the following criteria and are subject to availability: conformance with the Secretary of Interior's Standards for Rehabilitation, visual prominence of the building and its location, aesthetic quality, historical and architectural significance of the building, potential impact on the attractiveness of the city streetscape, the particular building, and the economic development of the downtown area, and readiness to proceed.
- E. 5-year forgivable loans are a reimbursement up to 50% of the total cost of the project, for a maximum of \$40,000, dependent upon an approved project plan and contract with the City of Nampa. Invoices must be submitted for reimbursement. No money will be disbursed until the project is completed and is approved by the City of Nampa Community Development Specialist.
- F. No loan monies or match shall be used for interior work.
- G. To qualify for loan funds, an application and appropriate plans must be submitted to the City of Nampa Community Development Specialist, 9 12<sup>th</sup> Ave. South, Nampa, ID 83651, approved and a loan contract signed prior to work commencing.
- H. For all major façade improvement projects, the applicant must contact the City of Nampa before soliciting bids. All major projects are subject to Federal Guidelines including the payment of Davis Bacon Wages.

# Façade Matching 5-year forgivable loan

Information needed for each file to ensure payment

## City's Responsibility

- Contract between City & Property owner/tenant
  
- Environmental Review
  - Updated information on Endangered Species if over 180 days since last update
  - Letter from State Historic Preservation Office clearing project commencement
  
- Provide authorization to begin construction

## Property Owner/Tenants Responsibility

- Review the City of Nampa Design Guidelines for the Downtown Historic Sub-District.
  
- Solicit three (3) Bids/Estimates for construction from qualified contractors as identified by the City.
  - Must provide contractors with (contact Program Manager for necessary documents) necessary documentation to ensure bid includes the correct wages:
    - Current Davis Bacon Wage Decision – received from the City.
    - Labor Standards
  - Document all Contractors who were solicited. Include:
    - Name of Company
    - Date of Solicitation
    - Method of Solicitation (i.e. faxed documents, hand delivered, mailed). Method must demonstrate that contractors were provided with the necessary documentation.
  
- Contract/purchase order with selected Contractor
  - May require updating price if a significant amount of time has passed since the bid
  - Must contain the date of contract (must be prior to commencement of work)
  
- Ensure Contractor is aware of necessity to attend Preconstruction Conference with City Staff – Signed CDBG forms from **every** sub/contractor:
  - Contractor Eligibility (including Tax Identification Number)
  - Labor Standards
  - Preconstruction Conference Checklist
  
- Payroll Reports submitted to the City from Contractors
  - Compliance Certification have original signatures (colored ink is preferred - blue, red, green, pink)
  - Submitted to the City on a weekly basis (mail or hand delivered only).
  
- Documentation of payment to contractor
  
- Notification to City Program Manager of completion of project



**FAÇADE IMPROVEMENT PROGRAM APPLICATION:  
REIMBURSABLE FAÇADE 5-year forgivable loan**

Date: \_\_\_\_\_

**APPLICANT INFORMATION:**

Applicant's Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Proof of Ownership: Please provide proof of ownership or written authorization to proceed with the project from the property owner.

Have all City of Nampa taxes levied on the building and property described in this application been paid to date?

Yes  No  If no, please attach explanation.

**BUILDING INFORMATION:**

Year Built: \_\_\_\_\_ Historic Name(s): \_\_\_\_\_

Significant Historic Events / People Associated with the Property: \_\_\_\_\_

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**PROJECT INFORMATION:**

Attach a description of the potential scope of work, any project costs estimates obtained and current photo of the building.

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Return to: Janae Mitchell, Community Development Department  
9 12<sup>th</sup> Ave. South, Nampa, ID 83651.

208-468-5472 (phone) 208-318-0545 (fax)

mitchelljl@cityofnampa.us



**OWNER AUTHORIZATION FOR TENANT TO CARRY OUT FAÇADE  
IMPROVEMENT AND/OR REHABILITATION PROJECT**

I, \_\_\_\_\_ hereby authorize \_\_\_\_\_ to  
carry out improvements as specified in the accompanying Façade Improvement 5-year  
forgivable loan Application, on my property located at  
\_\_\_\_\_.

which is within the Downtown Historic District.

I also agree to hold harmless the City of Nampa in the event of property damage or  
physical injury as a result of working on the aforementioned project.

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary

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## TEMPORARY FAÇADE PROGRAM SCHEDULE

- The Historic Preservation Commission will prioritize the applications received and allocate funds.
- Design Assistance will take place on the projects identified for funding based on the availability of funds.
- In some instances demolition will need to take place prior to the final design work.
- Finalize design work should attempt to be completed by January 1
- Designs must go before City of Nampa Design Review Board at or prior to the January Meeting.
- Applicant will solicit 3 bids within 30 days of approved final design completion from the list of approved contractors provided by the City.
- Finalize Contractor negotiations and Contract with Building Owner within 30 days of selection of contractor.
- Pre Construction Conference with Building Owner and Contractor – construction materials and work, signing of CDBG forms within two weeks of contract signing.
- Receive Notice to Proceed
- Construction complete within 8 months of construction beginning. Any additional time necessary must be approved by the Historic Preservation Commission.

I agree to abide by the proposed project schedule as an indication of my readiness to proceed.

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Date

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