Instructions

* Please answer the questions below.
* Hand-written applications will not be accepted.
* Applications should be completed using Microsoft Word only.
* Please paste the required photographs into this document.
* Applications will only be accepted by email. Please send the application as an attachment to Erin Fink at [Erin.Fink@ct.gov](mailto:Erin.Fink@ct.gov).
* Screen-shots and PDFs as attachments will not be accepted.
* A confirmation receipt will be sent by email within 48 hours.
* Please allow 30 days for review.
* Additional program information can be found here: <https://portal.ct.gov/DECD/Content/Historic-Preservation/02_Review_Funding_Opportunities/Tax-Credits/Historic-Homes-Rehabilitation-Tax-Credit>

**Required Information**

Homeowner’s Full Name:

Address of Historic Property (Number, Street Address, City/Town):

Homeowner’s Email Address:

Homeowner’s Phone Number:

Who is completing this application (homeowner, consultant, non-profit housing corporation):

Consultant’s Full Name and Company Name:

Consultant’s Email Address:

Housing Corporation Name:

Housing Corporation FEIN:

Date of Part 1 Application Approval:

Project # assigned:

Is the Homeowner’s anticipated work equal to or greater than the $15,000 minimum requirement to use this program? Yes/No:

Has the Homeowner received approval for the project from the Local Historic District or City Commission (Write NA if this doesn’t apply) Yes/No:

**Scope of Work**

* The CT SHPO staff recommends obtaining between two to three quotes for all work in order to confirm a fair price. Multiple quotes are not necessary if a Homeowner has a preferred contractor.
* An application can include multiple projects—for example: restoration of 13 wooden windows, electrical upgrades, and HVAC systems. Please itemize each project and provide as much information as possible regarding the current condition, the proposed work, and the cost of labor and materials.
* Homeowners must include a written scope of work within the application. CT SHPO will review quotes, but will not refer to them for details and explanations. The homeowner must describe and clarify each line item.
* If the proposed work exceeds $100,000 a Homeowner can apply to the program multiple times and phase the work. In order to apply to the program again, a homeowner must obtain an approved part 3 application verifying that the proposed rehabilitation work has been paid for and meets the Standards of Historic Preservation.

**Eligible Expenditures:**

\* Porch  
\* Steps (exterior)  
\* Doors (exterior and interior)  
\* Windows   
\* Storm Windows  
\* Shutters  
\* Chimneys  
\* Roof  
\* Gutters/ downspouts  
\* Painting (exterior and interior)  
\* Carpentry (exterior and interior)  
\* Foundation  
\* Lightning protection  
\* Repointing  
\* Abatement of hazardous materials  
\* Structural repairs and stabilization  
\* Staircases  
\* Decorative ornamentation, moldings  
\* Paneling   
\* Floors (existing wood floors, historic tiles)  
\* Millwork  
\* Plaster repairs  
\* Heating, Ventilating, Air Conditioning  
\* Plumbing  
\* Electrical wiring  
\* Fire suppression  
\* Basement  
\* Wells  
\* Septic system  
\* Geo-thermal system

**Ineligible Expenditures:**

\* Replacement of historic building fabric unless it is in-kind and the feature is beyond repair  
\* New construction  
\* Changes to the historic floorplan  
\* Spray foam insulation  
\* New appliances or fixtures  
\* The owner’s personal labor  
\* The cost of site improvements, unless to provide building access to persons with disabilities

\* Blinds, shades, lamps  
\* Landscaping, driveways, fences

\* Any cost associated with the rehabilitation of an outbuilding unless such building contributes to the historical significance of the historic home  
\* Any non-construction costs such as architectural fees, legal fees, and financing fees

**Example:**

**Project 1 feature:** 13 historic wooden windows

**Current condition of feature:** There are 13, single-pane, 6-over-6 historic wooden windows. 3 of the windows have broken panes. The glazing is failing on all 13 windows. There is rotten wood on 10 of the windows. The paint is peeling on all the windows and they have been painted shut. The sash cords and weights are broken or missing.

**Proposed work:** The contractor will remove all 13 windows, leaving the exterior storm windows in place while the windows are being worked on. Where storm windows are broken or missing, the contractor will use plywood to temporarily seal the window area. The contractor will scrape the paint from all 13 windows using proper lead-safety measures. The contractor will use epoxy or replace wood in-kind where it is beyond repair. The contractor will reglaze all 13 windows. The contractor will replace the 3 broken panes with new glass. The contractor will paint all 13 windows using Benjamin Moore Exterior primer and paint to match the old paint color. The contractor will reinstall all 13 windows and fix sash cords and weights during install.

**Anticipated cost:** $28,000 includes labor and materials.

**Paste representative photo here:**

 This photo represents the worst of the 13 windows.

Project 1 feature:

Current condition of feature:

Proposed work:

Anticipated cost:

Paste representative photo here:

Project 2 feature:

Current condition of feature:

Proposed work:

Anticipated cost:

Paste representative photo here:

Project 3 feature:

Current condition of feature:

Proposed work:

Anticipated cost:

Paste representative photo here:

Project 4 feature:

Current condition of feature:

Proposed work:

Anticipated cost:

Paste representative photo here:

Project 5 feature:

Current condition of feature:

Proposed work:

Anticipated cost:

Paste representative photo here:

STAFF USE ONLY:

|  |  |
| --- | --- |
| Anticipated cost of all work | $ |
| 30% tax credit | $ |
| Plus 10% contingency | $ |
| Total Reservation | $ |

Project #:

Reservation #:

Date:

Reservation Expiration Date:

Signature:

Please complete the following table:

|  |  |
| --- | --- |
| Project | Quote |
| Example: Project 1, 13 Windows | Benson Restoration, $28,000 |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  | Total: |

Anticipated project cost:

**Owner Certification:** I hereby attest that I am the owner of the building or a non-profit housing corporation described above and that the information I have provided is, to the best of my knowledge, correct. I understand that falsification of factual representations in the application may be subject to legal sanctions.

I understand that the CT SHPO has 30 days to review this application.

I understand that no work can be completed before the Part 1 and Part 2 applications have been approved by the CT SHPO.

Signature of Owner:

--write name here--

Date:

**Additional Owner Certification:**

I understand that a tax credit reservation is issued when the part 2 application is approved. The reservation is the amount of money set aside while the owner completes the project—it is calculated based on 30% of the total anticipated project costs. The applicant has 5 years to complete the work before the reservation amount expires. SHPO adds a 10% contingency.

I understand that by statute there is no provision for increasing the amount of a tax credit reservation if the work comes in higher in cost than anticipated.

I understand that the reservation turns into the voucher when the part 3 application is approved. The final voucher amount may vary from the reservation amount. At the end of the project, the applicant will earn the lesser of either the tax credit reservation, or 30% of the project’s final qualified rehabilitation expenditures.

I understand that a tax credit voucher is not the same as a check/cash. The voucher can only be claimed by a C-Corporation to off-set their State income tax, so an applicant must sell the voucher to a C-Corporation to obtain the funds. A C-corporation is not required to purchase the voucher credits and they are not required to purchase the credits dollar-for-dollar.

I understand that an applicant can find a C-Corporation on their own, engage with a tax credit broker, or work with the SHPO office to facilitate the sale of the voucher to a local energy company. There is no set timeline for payment of the voucher.

I understand that Eversource Energy will now charge a $.10 administration fee for every $1.00 in historic rehabilitation tax credits it purchases. Also note that Eversource Energy cannot guarantee that it will purchase any historic rehabilitation tax credits after July 2022.

Signature of Owner:

--write name here--

Date: