



CONNECTICUT HISTORIC REHABILITATION TAX CREDIT – C.G.S. §10-416c

APPLICATION INSTRUCTIONS

Applications are accepted on a rolling basis. **All applications and application materials must be submitted electronically through the State of Connecticut's secure File Transfer Portal (FTP). To register for a username and password, please contact the tax credit administrator at the email address located on [the website](#).** Applications missing any of the required material or attachments will be considered incomplete and will not be reviewed. The SHPO reserves the right to request additional information if necessary.

Owners seeking tax credits under the Historic Rehabilitation Tax Credit program are required to file one (1) copy of the following applications and any required attachments with the SHPO:

- Part 1 application - "Determination of Historic Structure Status" Form ITC- 300
- Part 2 application - "Request for Approval of Proposed Rehabilitation Plan" Form ITC- 300a
- Part 3 application - "Request for Preliminary Certification and Reservation of Tax Credits" Form ITC- 300b
- Part 4 application - "Request for Final Certification of Completed Rehabilitation" Form ITC-300c
- Part 5 application - "Request for Issuance of Tax Credit Voucher" Form ITC-300d
- "Application Amendment Form" (if applicable) ITC-300e

By statute, an applicant must submit the rehabilitation plan (Part 2 application-Request for Approval of Proposed Rehabilitation Plan) prior to undertaking any work. Failure to submit the proposed rehabilitation plan prior to the start of construction may render the rehabilitation project ineligible for the tax credit program.

Parts 1 and 2 applications may be filed concurrently; all other applications must be filed in succession, only after approval of each prior application.

The SHPO shall review and issue a decision not more than 30 calendar days after receipt of a complete application. If the application is incomplete, not more than 30 calendar days after receipt, the SHPO shall notify the owner in writing and indicate what information is needed to undertake or complete review. The owner shall have 30 calendar days to provide the information and may request additional time. SHPO approval of applications is conveyed only in writing.

READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE FILLING OUT THE APPLICATION FORMS.

File organization and naming protocol



- A. Separate files must be submitted as follows:
1. Part X Coversheet and narrative
 2. Part X Photos
 3. Part X Photo Key
 4. Part X Maps
 5. Part X Misc. Attachments
- B. File Naming
- Part 1 Application - Historic Building Name_Street Address_City_[Title of file]
 - Part 2-5 Applications – SHPO Project Number_[Title of File]
 - For Part 2 applications where a Part 1 is not required, follow the Part 1 naming protocol
- C. Examples
- Part 1 Application submission:
John Smith House_123 Main Street_New Haven_Part 1 Coversheet and narrative
John Smith House_123 Main Street_New Haven_Part 1 Photo Key
John Smith House_123 Main Street_New Haven_Part 1 Photos
 - Part 2 Application submission
SHPO #12201_Part 2 Coversheet and narrative
SHPO #12201_Part 2 Photo Key
SHPO #12201_Part 2 Photos
SHPO #12201_Part 2 drawings
- I. Multiple property portfolios and/or multiple applications within a single property get their own folder
1. Example 1: A four property portfolio
 - a. John Smith House_1 Same St_New Haven
 - b. Geo. Smith House_2 Same St_New Haven
 - c. Jane Smith House_3 Same St_New Haven
 - d. Joan Smith House_4 Same St_New Haven
 2. Example 2: multiple applications within a single property
 - a. Historic Industrial Complex, Building 1_1 Common Avenue_New Haven
 - b. Historic Industrial Complex, Building 2_1 Common Avenue_New Haven
 - c. Historic Industrial Complex, Building 3_1 Common Avenue_New Haven
 3. Photos and photo keys, drawings, and application all get own file (See Section I above)

PART 1 APPLICATION: DETERMINATION OF HISTORIC STRUCTURE STATUS, FORM ITC-300

Criteria

A “certified historic structure” means an historic property that

(A) is listed individually on the National or State Register of Historic Places, or

(B) is located in a district listed on the National or State Register of Historic Places, and has been certified by the SHPO as contributing to the historic character of such district.

Filing a Part 1 application is required if the property (a) is in a district listed on the National or State Register of Historic Places or (b) is in a complex individually listed on the National or State Register of Historic Places or (c) is in a complex located in a district listed on the National or State Register of Historic Places or (d) is seeking a preliminary determination of eligibility for listing on either the State or National Register of Historic Places.

If the property is a single building individually listed on the National or State Register of Historic Places, no Part 1 application is required.

A building is considered to be contributing to the historic character of a registered district if by design, setting, materials, workmanship, integrity and association it adds to the district’s sense of time and place and historical development.

Whether individually listed on the National or State Register of Historic Places or listed as part of a district on the National or State Register of Historic Places, if the property is a “complex”, that is, if it has two or more buildings that are functionally related historically, the complex is considered a district.

In keeping with the Federal Historic Tax Incentives regulations, the SHPO will accept Part 1 applications seeking a Preliminary Determination for Individual Listing (PDIL) for the purpose of applying to the State Historic Rehabilitation Tax Credit Program; however, certain stipulations and conditions will be applied. They are as follows:

1. The Part 1 application must include a complete draft nomination for either State Register (SR) or National Register (NR) listing, whichever designation the applicant is seeking for the property.
2. If the applicant is applying to both the state and federal historic tax credit programs only a National Register nomination will be accepted. Applicants are encouraged to request preliminary opinions of SR or NR eligibility from SHPO prior to the completion of the draft nomination.
3. The Part 1 application must show how the property individually meets the SR or NR listing Criteria for Evaluation.
4. A reservation of tax credits will not be issued until the property is listed on the State Register of Historic Places either by the Historic Preservation Council for properties seeking SR listing or the State Historic Preservation Review Board for properties seeking NR listing.

Owners should understand that after receiving a PDIL, they are proceeding at their own risk. If the property is not listed on the State or National registers for procedural, substantive or other reasons, these preliminary determinations of significance cannot be final.

If application is being made for certification under the federal historic preservation tax incentives program, use the National Park Service Part 1, "Evaluation of Significance," Form 10-168, and attach the completed one-page cover sheet of the state Part 1, "Determination of Historic Structure Status," Form ITC-300.

Completing the Part 1 Application

1. Building Data
 - Fill in all blanks.
 - If the property has a known historic name, enter the name. With respect to industrial buildings located in a complex, indicate building name or number.
2. Nature of Request
 - Check appropriate box. Provide any attachments listed in Section 7
3. Project Contact
 - Fill in all blanks only if the contact differs from the applicant listed in Section 4.
4. Applicant Information
 - Read the attestation statement
 - Fill in all the blanks
 - Provide attachments listed in Section 7. Note: if a Certificate of Title is unavailable, an executed copy of a Title Insurance policy can be provided.
5. Description of physical appearance
 - Describe the physical appearance of the building, site, and any outbuildings.
 - Provide the date(s) of construction and the date(s) of any alterations
6. Statement of Significance
 - Describe how the building contributes to the significance of the historic district or complex.
7. Attachments
 - Provide photographs of all exterior elevations of the building, representative interior views, and any significant interior features. Photographs should be in color, numbered, dated, labeled with the building address, and identified by architectural elevation and/or feature shown. Images should be no larger than 4"x6". **Photographs must keyed into plans of the building and site.**
 - A map showing the location of the building or complex in a district listed on the National or State Register of Historic Places.
 - For properties seeking a preliminary determination of eligibility provide a draft state or national register nomination
 - Provide proof of ownership in the form of a Certificate of Title or copy of the title insurance policy

- Statement of Authorization - The Part 1 application may be filed by an individual owner, by joint owners (tenants-in-common), or by a business entity with multiple owners. The application must be signed by the owner of record or by the authorized agent of the owner of record. If the applicant, whether an individual or a business entity, is not the owner of record, or if the individual is acting as the agent for multiple owners, the applicant must attach a statement authorizing the named individual to sign the application. Such statement can be in the form of a certified copy of a resolution or a letter of authorization.

PART 2 APPLICATION: REQUEST FOR APPROVAL OF PROPOSED REHABILITATION PLAN, FORM ITC- 300a

Criteria

A building must be a certified historic structure prior to the owner filing a state Part 2 application, "Request for Approval of Proposed Rehabilitation Plan," Form ITC-300a. If the application is being made for certification under the federal historic preservation tax incentives program, use the National Park Service Part 2, "Description of Rehabilitation," Form 10-168a, and attach the completed two-page cover sheet of the state Part 2, "Request for Approval of Proposed Rehabilitation Plan," Form ITC-300a.

In order to obtain approval of the Part 2 application, the proposed rehabilitation work must meet the [Secretary of the Interior's Standards for Rehabilitation](#). The goal of the *Standards for Rehabilitation* is to preserve the historic character of a building while returning it to good condition or undertaking alterations for new uses.

Completing the Part 2 application

1. Building Data
 - Fill in the blanks.
2. Project Data
 - Fill in the blanks
 - If the application is only for the state Historic Rehabilitation Tax Credit program, please provide the following project information:
 1. *Site Plan*: Site plans that show existing conditions and proposed work are required: site survey (including legal property boundary lines); existing buildings and structures; buildings, building sections, or structures to be removed; new construction; existing roads, walkways, and parking; proposed roads, walkways and parking; and such other site improvements as landscaping.
 2. *Architectural drawings*: Drawings must show proposed demolition, existing and proposed building plans, roof plan, and elevations. Annotated elevations indicating scope and nature of masonry, concrete, stucco, or wood siding repairs and/or replacement of historic materials may be required. Building sections or architectural construction details may be required. Drawings may be required for millwork or new storefront construction. Drawings that show existing window details (sill, meeting rail, head, jamb and muntin profile) and comparable proposed new window details are required if existing windows are to be replaced. Attach window schedule.

3. *Structural drawings:* Framing drawings may be required if the rehabilitation plan includes replacement, repair or reinforcement of existing structural members.
4. *MEP plans:* Plans should show location of mechanical, electrical, and plumbing equipment, and the layout of duct and distribution systems.
5. *Technical specifications:* Specifications may be submitted for masonry and concrete work, including replacement, repair, repointing, cleaning (including paint removal) or application of other materials. Submit specifications for the repair of historic metalwork. Names of products to be used and under what conditions, and methods should be indicated. Specifications for restoration or replacement of interior historic finishes may be required.
6. *Other data:* On a project specific basis, perspective drawings or renderings may be requested by the SHPO if further clarification of proposed work is deemed necessary. Depending on the nature of the proposed rehabilitation work, this category may also include an engineer's structural report, environmental assessment, code documents, or other professional evaluations.
7. *Photographs:* Exterior photographs should show all elevations of the building and associated site buildings or structures, and close-up views of major architectural elements. If the rehabilitation plan calls for window replacement, photographs documenting representative existing condition(s) must be submitted, including overall window views and close-up details on all elevations of the building. Interior photographs should show spaces and significant historic features. All floors and building sections must be documented. **Key photographs to existing floor plans.** *Photographs should demonstrate building conditions that require rehabilitation work as explained in the "Description of Project" attached to this application.*

Photographs should be in color, numbered, dated, labeled with the building address, and identified by architectural elevation and/or feature shown. Images should be no larger than 4"x6". In cases where the rehabilitation plan calls for reconstruction of a now-missing historic element or feature, a copy of one or more historic photographs or other historic visuals will be required.

3. Housing data
 - Fill in the blanks, if applicable. Leave blank if the project does not include a housing component.
4. Project contact
 - Complete this section if the project contact is different from the Applicant listed in section 5.
5. Applicant
 - Read the attestation statement
 - Fill in all the blanks
6. Signage and Acknowledgement Form
 - Complete attached form

7. Detailed Description of Rehabilitation Work

- In numbered blocks, provide a description of all project work, including site work, demolition, attached or adjacent new construction, and rehabilitation work to the certified historic structure. Using a separate block for each work item, indicate existing conditions and work to be undertaken. Begin with work to the site, then exterior and interior work, mechanical systems, electrical, and plumbing. As a general rule, address line items in Attachment 3C, “Schedule of Values” of the state Part 3 application, “Request for Preliminary Certification and Reservation of Tax Credits,” Form ITC-300b and the following building elements:

<u>Exterior</u>	<u>Interiors</u>
Foundation	Structural system
Walls	Floor plans
Storefronts	Finishes (floors, walls, ceilings)
Entrances	Millwork
Windows	Decorative details or ornamentation
Roof	
New construction	

In each block, indicate the corresponding drawing and photograph numbers. The form must be typed. Descriptions of proposed work should explain clearly the nature and scope of work to be undertaken, and the materials and methods to be used. If project construction is in process at the time of application, indicate what items of work have been completed in whole or in part to date. **Use Continuation Sheets as necessary.**

If the project involves masonry or concrete work, the application must include the following statements, as applicable:

Repointing mortar shall match the color, texture, strength, joint width and profile of the existing historic masonry. Good quality overall and close-up color photographs of sample masonry repointing shall be submitted to the SHPO for prior approval.

Cleaning or removal of paint from masonry or concrete surfaces shall be accomplished using the gentlest means possible. Good quality overall and close-up color photographs of sample masonry cleaning shall be submitted to the SHPO for prior approval.

If the rehabilitation work includes window replacement, the application must describe the existing and proposed type of window operation, material(s), glazing pattern, and type of glazing.

PART 3 APPLICATION: REQUEST FOR PRELIMINARY CERTIFICATION AND RESERVATION OF TAX CREDITS, FORM ITC -300b

Criteria - General



Approval of both the state Part 1 application, “Determination of Historic Structure Status,” Form ITC-300, and the state Part 2 application, “Request for Approval of Proposed Rehabilitation Plan,” Form ITC-300a, is required in order to apply for preliminary certification and a reservation of tax credits.

The applicant must demonstrate that the “qualified rehabilitation expenditures” meet the statutory definition of “substantial.” Under the Historic Rehabilitation Tax Credit program, the term “substantial rehabilitation” or “substantially rehabilitate” means the qualified rehabilitation expenditures of a certified historic structure must exceed twenty-five percent of the assessed value of such structure prior to the commencement of construction. **The assessed value must not be more than one year old.**

Applicants must also provide the information on the sources of project financing, compliance with governmental regulatory requirements (including building and fire codes), and a statement explaining how the project accords with municipal land-use and economic development goals.

At the time of filing, the applicant, whether an individual or a business entity, is required to possess title to the certified historic structure.

Eligible Costs

Under the Historic Rehabilitation Tax Credit program, “Qualified Rehabilitation Expenditures” (QREs) means:

any costs incurred for the physical construction involved in the rehabilitation of a certified historic structure for residential use, excluding: (A) the owner’s personal labor, (B) the cost of a new addition, except as required to comply with any provision of the State Building Code or the State Fire Safety Code, and (C) any non-construction costs such as architectural fees, legal fees and financing fees.

Costs incurred prior to the approval of the state Part 2 application, “Request for Approval of Proposed Rehabilitation Plan,” Form ITC-300a, are not considered part of the basis for determining the amount of the tax credits, regardless of whether they are eligible or ineligible.

The amount of the tax credit reserved is equal to 25% of the QREs (or 30% if the property is located in a designated [Opportunity Zone](#) or has as [affordable housing component](#)) not to exceed \$4.5 million per project and is based on the proposed schedule of values as approved by the SHPO.

Once a tax credit reservation is issued, the amount of tax credits reserved under the program cannot be increased. Further, the value of the tax credit voucher at the end of the project will be the lesser of either the value of the tax credit reservation or 25% of the final QREs.

Completing the Part 3 application

1. Building data
 - Fill in the blanks.
2. Estimated qualified rehabilitation expenditures
 - Fill in the blanks with information obtained by completing Attachment 3A
 - Include a completed and signed copy of attachment 3A

3. Substantial Rehabilitation Test

- Fill in the blanks with information obtained by the certified copy of the assessment provided by the municipal land records office

4. Documentation of Project Readiness

- Complete the required attachments
- Use Attachment 3B to list sources of project financing and dollar amounts. For example, indicate whether funds are governmental (federal, state, or municipal) or private, the type of funding (loans, grants, bond monies, or tax credits) and the committed or anticipated amounts.
- Use Attachment 3C to list all regulatory requirements. These requirements may include municipal planning and zoning regulations, inland wetlands regulations, local historic district Certificate of Appropriateness (if the building is located in a municipally designated local historic district), local design review board, state of Connecticut Department of Environmental Protection permit, state of Connecticut traffic control, and/or compliance with the provisions of Section 106 of the National Historic Preservation Act. Submit approvals as attachments.
- Use Attachment 3D to list only those code requirements (including ADA) which may have an effect on the historic character of the certified historic structure, including retention/replacement of historic fabric or features, alterations to existing floor plans, and attached new construction for the project to proceed.
- Use Attachment 3E to answer the questions. Use a continuation sheet if necessary.

5. Project Contact

- Fill in all blanks only if the contact differs from the applicant listed in Section 6

6. Applicant Information

- Read the attestation statement
- Fill in all the blanks

7. Attachments

- Submit the required attachments to complete the application

PART 4 APPLICATION: REQUEST FOR FINAL CERTIFICATION OF COMPLETED REHABILITATION, FORM ITC- 300C

Criteria

In order to obtain approval of the Part 4 application, the completed work must meet the *Standards for Rehabilitation* and conform to work previously approved by the SHPO. A Part 4 application can be filed for completed rehabilitation work to a certified historic structure in its entirety or to an “identifiable portion of the building” (see Program Guidelines for additional instructions).

“Identifiable portion of the building” means an entire floor, a section of the building separated from another section by an historic firewall, or, in buildings with several periods of construction, a section that represents a distinct period of construction.



For projects in which the rehabilitation of a certified historic structure is to be completed in more than one phase, the phase for which a Part 4 application is being filed must constitute an identifiable portion of the building.

All work to the certified historic structure, including all phases, must be completed prior to the expiration date of the Reservation Certificate.

Costs incurred for the building in its entirety or for a specific phase after the Part 4 application is filed will not qualify for purposes of computing the amount of a tax credit voucher.

Completing the Part 4 application

1. Building Data
 - Fill in the blanks
2. Project Data
 - Fill in the blanks
3. Project Contact
 - Fill in all blanks only if the contact differs from the applicant listed in Section 4
4. Applicant Information
 - Read the attestation statement
 - Fill in all the blanks
5. Attachments
 - Provide required attachments

PART 5 APPLICATION: REQUEST FOR ISSUANCE OF TAX CREDIT VOUCHER, FORM ITC-300d

Criteria

The "Request for Issuance of Tax Credit Voucher," Form ITC-300d is filed after approval of the Part 4 application, "Request for Final Certification of Rehabilitation," Form ITC-300c.

In order to obtain one or more tax credit vouchers from the SHPO, the owner is required to provide a certification of costs prepared by an independent certified public accountant. The certification must be on letterhead and signed by the authorized representative of the accounting firm, and cite the pertinent statutory references as the basis for determining the qualified rehabilitation expenditures. In addition, the certification must specifically include an affirmative statement indicating that the procedures used included "verification of qualified rehabilitation expenditures by the examination of invoices, cancelled checks, settlement sheets and related documents." By statute, in no case shall the amount of the tax credit voucher exceed the amount of the tax credits reserved. ***Incurred costs are those for which payment has been made.***

The qualified rehabilitation expenditures must meet the substantial rehabilitation test.



For projects in which the rehabilitation of a certified historic structure is to be completed in more than one phase, the Part 5 application can be filed after completion of each phase, provided the qualified rehabilitation expenditures constitute a substantial rehabilitation for the identifiable portion of the building placed in residential service. For such phased projects, the amount of tax credits available is a portion of the total tax credits reserved. Costs are considered as incurred for the entire certified historic structure and are prorated for the portion of the building placed in residential service. Additional instructions for phased projects are located in Appendix A of the Program Guidelines.

The owner may be required to remit the required fee payment upon request by the SHPO. The total fee is one-tenth of one percent of the “qualified rehabilitation expenditures.” Prior payment of \$1,000 is credit against the total amount due. Check is made payable to Treasurer, State of Connecticut. Personal and cashier’s checks are acceptable. No credit card payments are allowed.

Completing the Part 5 application

1. Building Data
 - Fill in the blanks.
2. Project data
 - Fill in the blanks. Provide attachments
3. Assignment of Tax Credit Voucher
 - One or more tax credit vouchers, singly or in combination, can be issued to: an individual as the sole owner of record, a named business entity as owner, contributing taxpayer, or one or more multiple owners. As defined in the program regulations, multiple owners:
 - means either direct owners in the form of tenants-in-common or indirect owners in cases where the limited liability partnership or limited liability company undertaking the certified rehabilitation includes more than one person or business entity as partners or members.
 - If the request is to issue a tax credit voucher directly to a “contributing” taxpayer, that taxpayer must be a C corporation, registered with Connecticut’s Office of the Secretary of State.
 - Use continuation sheet, if necessary
4. Project Contact
 - Fill in all blanks only if the contact differs from the applicant listed in Section 5
5. Owner Information
 - Read the attestation statement
 - Fill in all the blanks

AMENDMENT FORM, FORM ITC-300e

Criteria



Complete an amendment form if the applicant or project contact information changes or if, at any time prior to completion of the rehabilitation project, changes are contemplated to previously approved work.

If the amendment requests approval for changes in scope to the previously approved Part 2 application, please note that the amendment is solely for the purpose of ensuring that the project work continues to meet the Standards for Rehabilitation. There is no allowance for increasing the amount of the tax credit reservation if changes to the project scope exceed the original budget.

Completing the application

1. Building Data
 - Fill in the blanks.
 2. Project data
 - Fill in the blanks. Provide attachments
 3. Project Contact
 - Fill in all blanks only if the contact differs from the applicant listed in Section 4
 4. Owner Information
 - Read the attestation statement
 - Fill in all the blanks
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Direct questions to:

Administrator, Historic Tax Credit Programs

CT State Historic Preservation Office

General information number: (860) 500-2300