

The Vermont Division for Historic Preservation

Consultant Training

Afternoon Architecture Session

April 12, 2016



Division for Historic Preservation

Identifying & Evaluating Architectural Resources to Determine Eligibility

Devin Colman
State Architectural Historian



Identifying Architectural Resources

The Basics

Consider: Notable examples of architectural styles and periods.



Former Bundy Art Center, Waitsfield, Harlow Carpenter, 1962.

Identifying Architectural Resources

The Basics

Consider:
*Buildings that
reflect the history
and development
of a specific theme*



Tack House, Prickly Mountain, David Sellers, Warren, 1965

Identifying Architectural Resources

The Basics

*Consider:
Physical records of
a particular ethnic
or social group*



Finnish log sauna, Andover, c. 1920

Identifying Architectural Resources

The Basics

Consider:
*Complexes, such
as a factory or
campus, that need
to be evaluated as
a whole*



Hanks Building, Waterbury State Office Complex, Charles W. Buckham, 1896

Identifying Architectural Resources

The Basics

Consider:
*Rare survivors
or architectural
curiosities*



Cottage-style gas station, Strongs Avenue, Rutland City, c. 1930

Identifying Architectural Resources

The Basics

*Consider:
Institutions that
provide
evidence of the
cultural history
of a community*



Goethe Lodge/Champlain Club, Crowley Street, Old North End, Burlington, c. 1900

Identifying Architectural Resources

The Basics

Don't overlook:

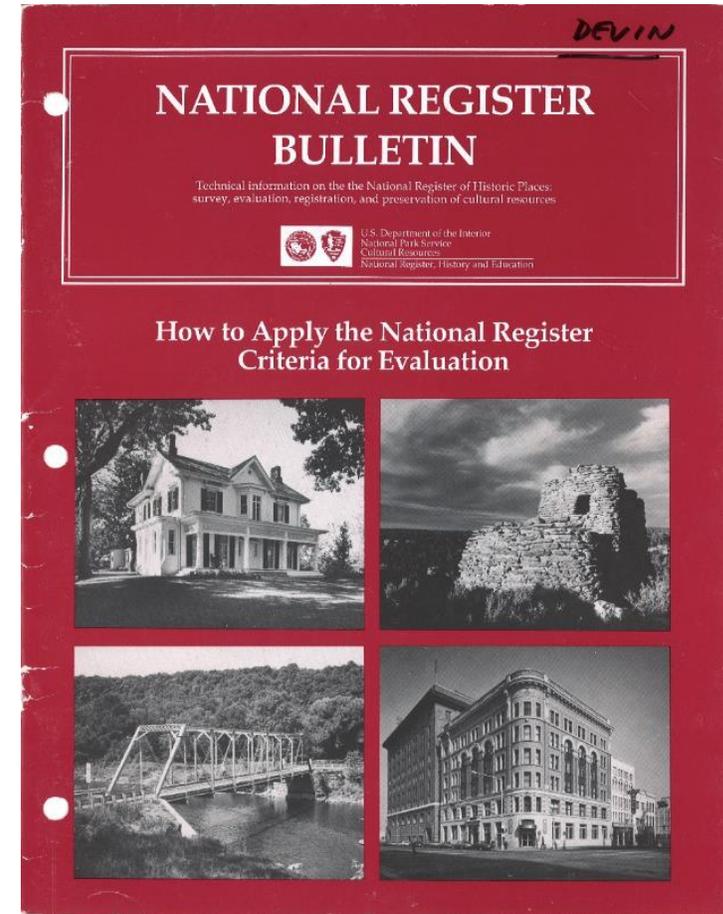
- *Archaeological sites*
- *Industrial and engineering structures, such as dams and utilitarian structures*
- *Bridges, canals, railroads*
- *Fountains, outdoor sculptures, monuments*
- *Designed landscapes, parks, historic landscapes*

Identifying Architectural Resources

The Basics

In 2001, the Vermont Division for Historic Preservation adopted the National Register Criteria for Evaluation for the State Register of Historic Places.

If you need to evaluate the historic significance of any type of resource, use these criteria.



Identifying Architectural Resources

The Basics

Question: Does using the National Register Criteria for Evaluation for SR and NR mean that everything in the State Register can be listed in the National Register too?

Answer: Yes. If evaluated within the appropriate historic context, most properties that are eligible for the State Register will be eligible for the National Register, at least at the local level.

Identifying Architectural Resources

The Basics

The terms “**State**” Register and “**National**” Register of Historic Places refer to who maintains the inventory, and not levels of significance.

A resource can be eligible for the State Register
at the local, state or national level

or

A resource can be eligible for the National Register
at the local, state or national level

Identifying Architectural Resources

The Basics

Although the Criteria for Evaluation used for the SR and NR are the same, the *levels of documentation* required for listing are different:

- State Register: Short survey form with statement of significance, a few photos and a map.
Relatively quick and easy to do, with little or no cost.
- National Register: Comprehensive form and archival requirements, including citations.
More complex process and typically needs a consultant.

Historic Resource Documentation Package

A.K.A. Photographic Documentation
Requirements for Historic Resources

Devin Colman
State Architectural Historian



Historic Resource Documentation Package

- For many years, the Division has provided guidance on the photographic documentation of historic resources
- Typically used for mitigation when a building is to be demolished

Historic Resource Documentation Package

- The *content* of the Historic Resource Documentation Package has not changed, but the submittal requirements have been updated
- Digital submittals, TIFF images
- No need to make multiple hard copies for local repositories

D.O.E. Form

- Submit the D.O.E. form to the Project Review Mailbox: ACCD.ProjectReview@vermont.gov
- Use the D.O.E form for any determinations, positive or negative

Vermont Division for Historic Preservation
Determination of Eligibility Form

A "Determination of Eligibility" is a decision regarding whether or not a district, site, building, structure or object meets the National Register Criteria for Evaluation, although the property is not formally listed in the State or National Register.

Please complete this electronic form by clicking in each gray box and entering the required text.

1. This Determination of Eligibility is for the:

- State Register of Historic Places
- National Register of Historic Places

2. Property Information:

Property Name (e.g. "General Samuel Strong House" or "Watson Site")
Street Address
Municipality County

3. Property Type:

- Building (e.g. house, barn, church, factory, city hall, library)
- Site (e.g. archaeological site, location of a significant event, historic landscape)
- Structure (e.g. bridge, tunnel, bandstand, dam)
- Object (e.g. public sculpture, monument, fountain)
- District (e.g. college campus, central business district, farmstead, neighborhood)

4. Who is making this request?

- Division for Historic Preservation Staff: Name, Title

-or-

Name
Organization
Mailing Address
Phone Email

5. Property Ownership: (check one)

- I am the sole owner of this property
- There are multiple legal owners of this property.
- I have a leasehold interest in this property. Number of owners: #
- I do not own this property

6. Owner Information: (list multiple owners on a separate sheet)

Name of Owner
Organization
Mailing Address
Phone Email

National Register of Historic Places

Recent Actions



Division for Historic Preservation

Recent National Register Listings

Abbott Memorial Library, Pomfret
Built 1905, listed January 2015



Cornwall Parsonage, Cornwall
Built 1839, listed June 2015



Recent National Register Listings

Vermont Academy Historic District,
Rockingham
POS 1876-1964, listed July 2015



Fox Stand, Royalton
Built 1818, listed July 2015



Recent National Register Listings

Jones-Pestle Farmstead, Waitsfield
POS c. 1825-1966



Houghtonville HD, Grafton
POS 1792-1939



Recent National Register Listings

Baptist Church, Montgomery
Built 1866, listed November 2015



Aldrich Public Library, Barre City
Built 1908, listed January 2016

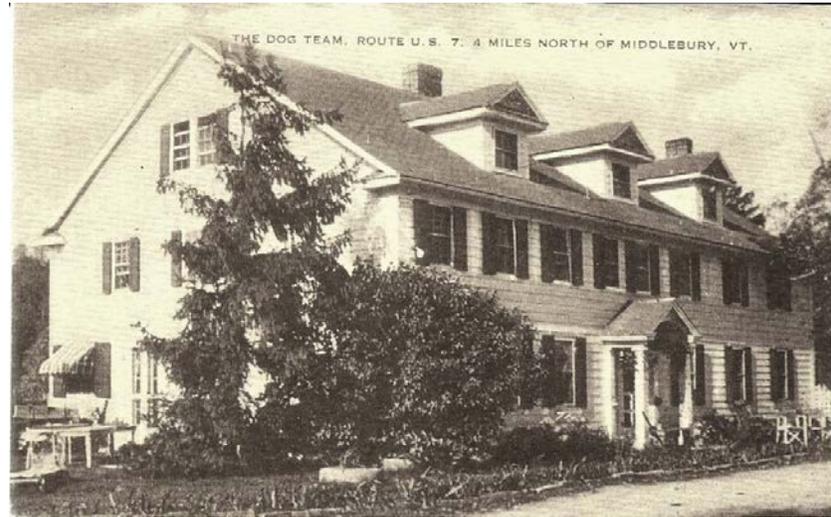


Recent National Register **Delistings**

Chittenden County Courthouse, Burlington
Listed 1973, burned down 1982
Delisted March 2016



Dog Team Tavern, New Haven
Listed 2002, burned down 2006
Delisted March 2016



Recent National Register **Delistings**

Brooksville Advent Church, New Haven
Listed 2002, moved/alterd 2013
Delisted March 2016



Historic Preservation Project Review Consultation Process & Questions



"OK, that's five votes in favor of saving the historic old hotel, and one vote for stomping it to bits and eating everyone inside!"



Discussion Sessions

Evaluating Solar Projects

Installing Solar Panels and Meeting the Secretary of the Interior's Standards

Solar panels installed on a historic property in a location that cannot be seen from the ground will generally meet the Secretary of the Interior's Standards for Rehabilitation. Conversely, an installation that negatively impacts the historic character of a property will not meet the Standards. *But what about the grey area between out-of-sight and obviously obtrusive installations?*

Although every project is different and must be evaluated on its own merit, the National Park Service has developed guidance on how to apply the *Standards* to the installation of solar panels.

<https://www.nps.gov/tps/sustainability/new-technology/solar-on-historic.htm>



Division for Historic Preservation

Discussion Sessions

Evaluating Solar Projects



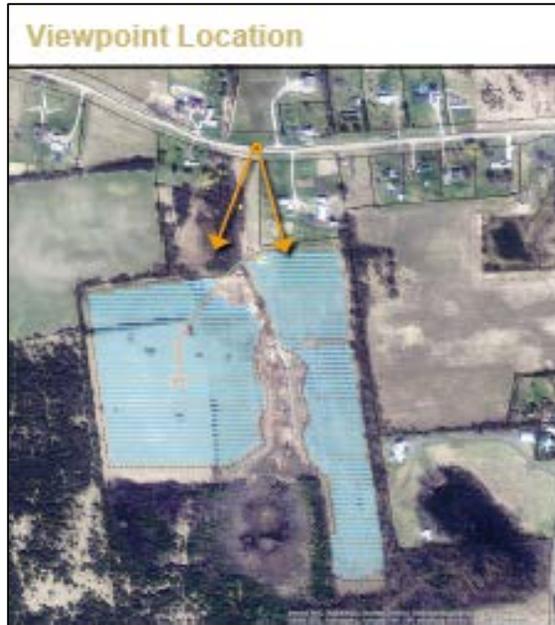
Discussion Sessions

Evaluating Solar Projects



Discussion Sessions

Evaluating Solar Projects

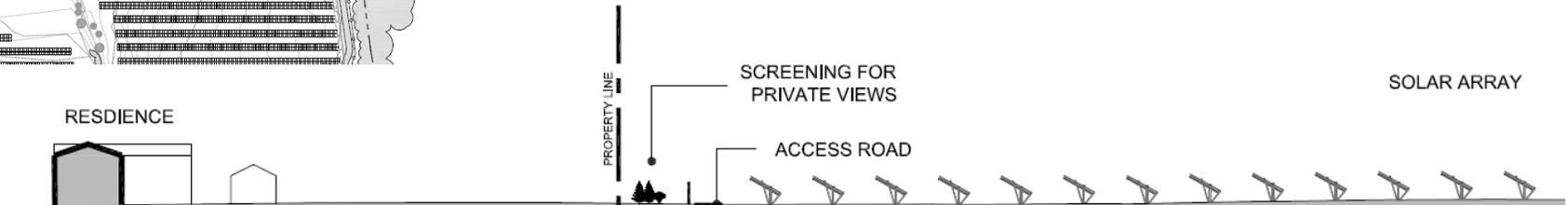


SIMULATED CONDITIONS

View looking southeast from Route 314, in Grand Isle, VT (Viewpoint 4). Looking at the proposed project gate and simulated solar arrays in the center of the photo.
Base Photograph taken at 10:27 am on October 2, 2015

Discussion Sessions

Evaluating Solar Projects



VERMONT

Division for Historic Preservation

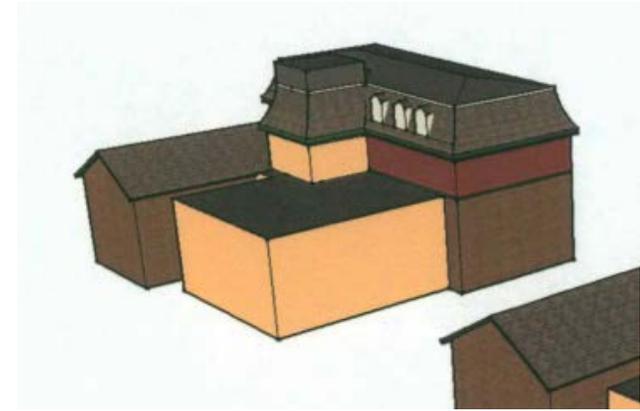
Discussion Sessions

Additions and New Development in Historic Districts



Discussion Sessions

Additions and New Development in Historic Districts



Discussion Sessions

Additions and New Development in Historic Districts



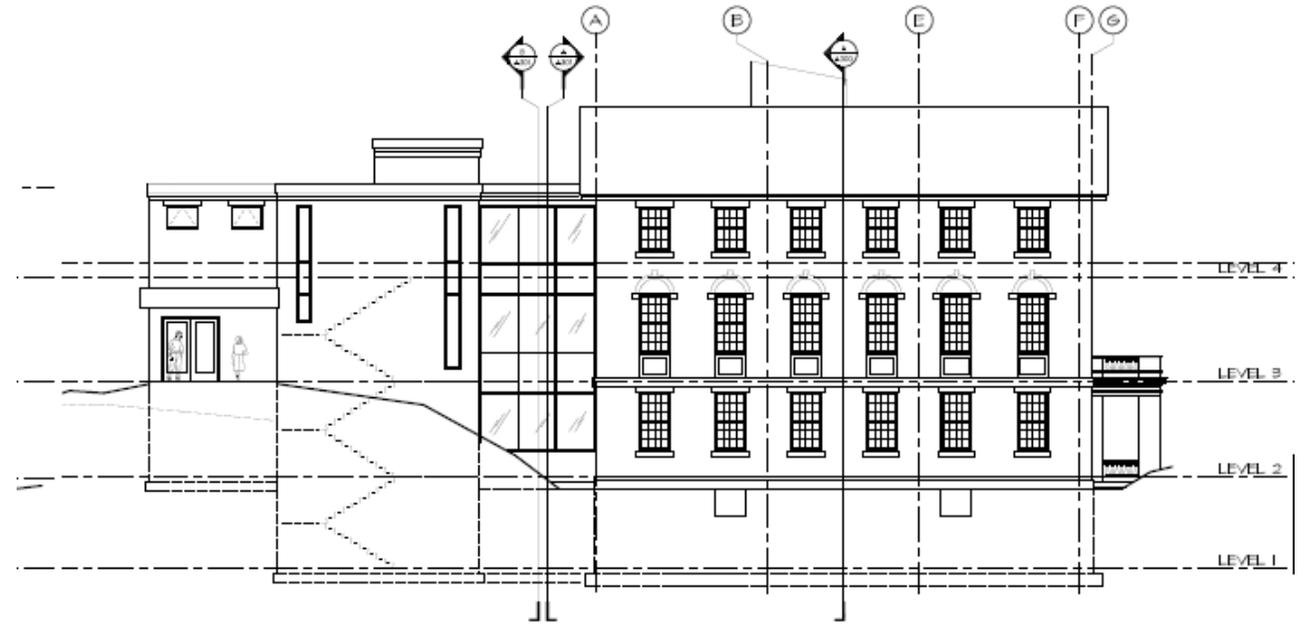
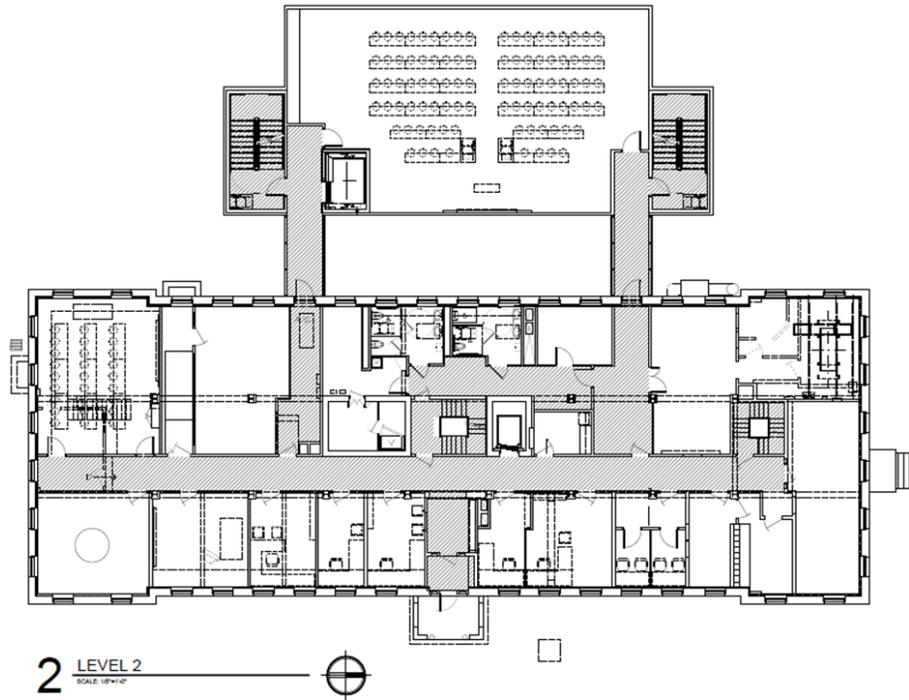
Discussion Sessions

Additions and New Development in Historic Districts



Discussion Sessions

Additions and New Development in Historic Districts



Discussion Sessions

Additions and New Development in Historic Districts



Figure 6. 3-D rendering of proposed addition, view looking southeast from Railroad Street



Figure 7. Same view as 3-D image as it exists now. New wing replaces wood building, is set back from main building's north elevation. Its roof matches the slope of the main library and is above and separate from it leaving the main roof intact. The historic front (west) entry is restored with a new egress door added under the stoop on the north side. New sidewalk and curb will be lowered to normal curb height for easier drainage and access from sidewalk to street.



Figure 4. 3-D rendering of proposed addition, view looking southwest from Safford Street



Figure 5. Same façade as it exists now. New wing replaces wood building. Little roof over side door added in 1957 will be removed; door will be replaced with compatible window custom made to match existing windows as shown above. New sidewalk and curb will be lowered to normal curb height for easier drainage and access from sidewalk to street. Blocked window at former vault will be reinstated.

Discussion Sessions

Additions and New Development in Historic Districts



Discussion Sessions

Additions and New Development in Historic Districts



Discussion Sessions
15 minute break



Discussion Sessions

Windows, Insulation, Weatherization, Efficiency

Standards

2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.



Division for Historic Preservation

Discussion Sessions

Windows, Insulation, Weatherization, Efficiency

Lackey's House and Variety Store, Stowe, VT – Window Survey

1850s Windows	Amount on building	Location number	Location	Comments	Typical Condition	Retain or Replace
9/6	1	15	House interior 1 st floor	In original exterior rear wall	Fair	Retain
12/12	2	65, 66	East side rear store		Poor	Replace
6 pane fixed	2	12, 63	Basement		Poor	Replace
9 pane fixed	1	20	House stairwell landing 2 nd	2 pane wood storm	Good	Retain
12 pane fixed	5	16, 17, 22, 23, 32	Basement, 1st		Good/fair	Replace
c. 1880 windows						
2/2	21	13, 14, 19, 21, 24, 26, 27, 31, 35, 36, 64, 67-72, 75-77, 88	Rear of house, ell, and rear of store		Fair: 4 Poor: 17	Replace except #88
c. 1910 windows						
storefront	4	37-40	Mansard store	6 total including transom	Fair	Replace glass
single pane fixed	8	49-53, 59, 78, 79	Mansard store	Have 2 pane wood storms	Good	Retain
1/1	28	11, 28-30, 41-48, 54-58, 60-62, 80-87	Mansard store, ell		Poor	Replace
c. 1960s windows						
1910 1/1s with c.1960s 9/9 muntins	6	1, 2, 3, 4, 9, 10	House	Wood muntins	Good	Retain
6 pane true divided light casements	2	5, 6	Ell		Fair/poor	Retain
Single pane casements with applied 6 pane muntins	2	7, 8	Ell	Plastic muntins	Fair	Retain
Unusual and new windows						
c. 1940 large 12 pane	2	73, 74	Rear of store	w/ c.1940 12 pane storms	Good	Retain
c. 1960 4 pane horizontal	1	18	Rear of house storage room		Good	Retain
c. 1960 1 pane horizontal awning	1	25	Ell rear under porch		Good	Retain
c. 1960 2 part slider each with 4 vertical muntins	1	34	Rear of ell		Fair	Replace
c. 2000 1/1 (should be 2/2)	1	33	Rear of ell		Good	Replace
Total Windows	88					



Discussion Sessions

Windows, Insulation, Weatherization, Efficiency



Discussion Sessions

Windows, Insulation, Weatherization, Efficiency

Window Assessment - Exterior

Date: 04/12/12 Project: _____ Client: _____

Location: NORTH BRISTOL 2ND LEVEL - #1

Window Description: 1 OVER 1 DOUBLE - ALING.

Sill: POOR

Strip - REMOVE FRAME PAINT
 Repair - SILL ABOVE DOORWAY - SEE BILLING FOR MORE INFORMATION
 Replace - BRICKWORK RESTORE

Frame/Trim: FAIR

Strip - REMOVE FRAME PAINT
 Repair - FILL AND REPAIR JOINTS
 Replace

Sub/Mounting/Lending: CORNER

Strip - REMOVE FRAME PAINT - CLEAN OUT MOULD
 Repair - JOINTS OPEN - REPAIR JOINTS / REPAIR DAMAGE
 Replace - EXTERIOR BOTTOM SILL

Glazing Putty: POOR

% to repair: _____
 % to replace: 100%

Glazing: POOR

Old - 2
 New
 Broken

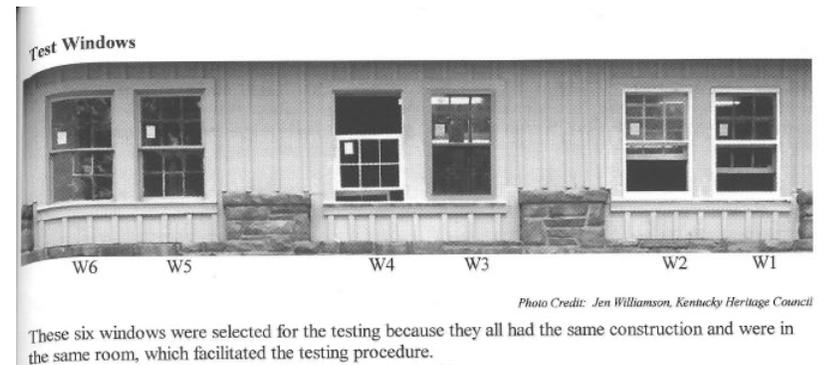
Hardware Description: None

Missing

Details: See above possibly out for SASHLE SASH APPLICATION (SEE ABOVE). TOP SASH FULL SASH.

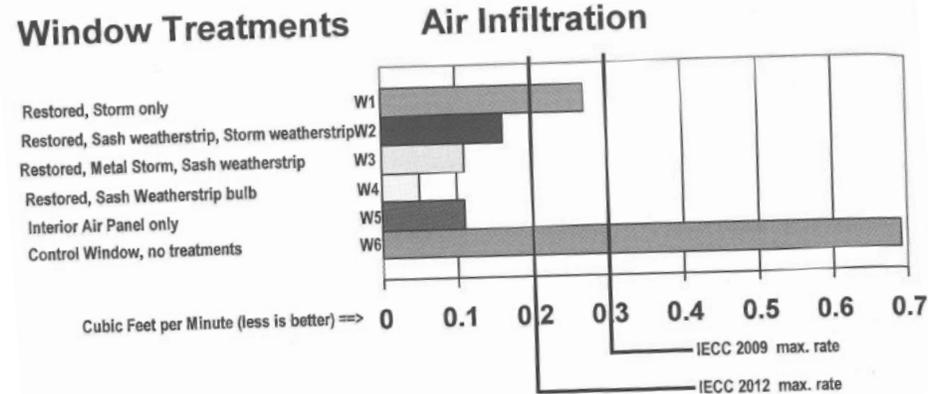
Remarks: SASH ARE 20" x 20". FRAME WOULD BE 17". FURTHER INVESTIGATION WOULD DETERMINE.

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Summary of Results

The repair and maintenance of the windows with that addition of interior or exterior storms and weatherstripping of the primary sashes resulted in dramatic performance improvements. Note that all the window treatments had 7% to 40% less infiltration than the control window, which was untreated. All of the treatments pass the current 2012 IECC* maximum rate of infiltration standard, except window W1, which passed the IECC 2009 standard. Many areas of the country are still using the IECC 2009 standard.



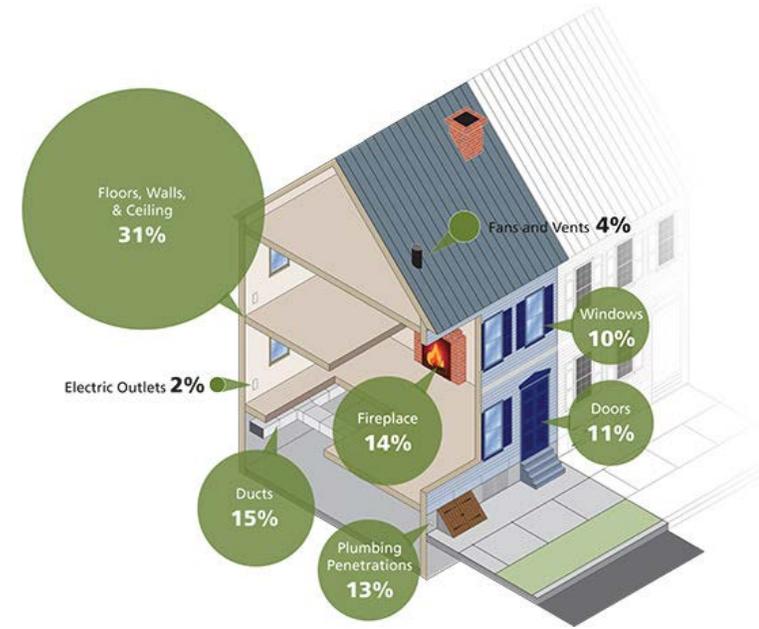
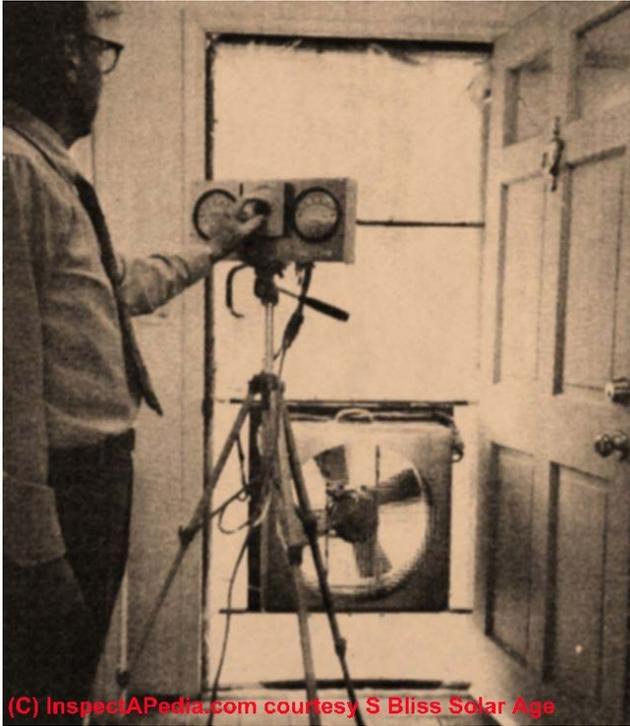
Discussion Sessions

Windows, Insulation, Weatherization, Efficiency



Discussion Sessions

Windows, Insulation, Weatherization, Efficiency



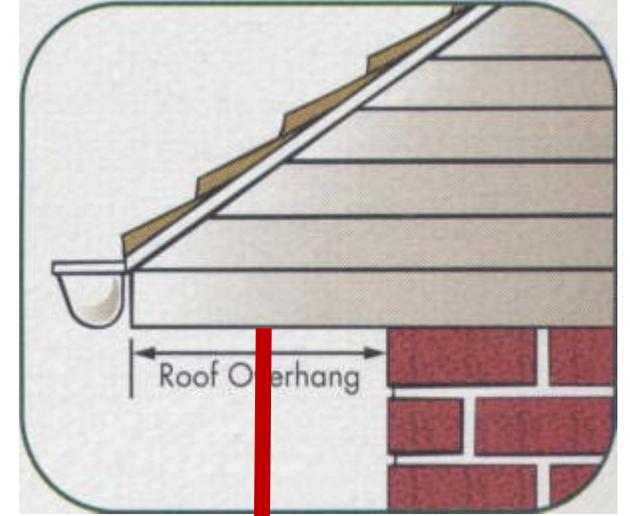
Discussion Sessions

Windows, Insulation, Weatherization, Efficiency



Discussion Sessions

Windows, Insulation, Weatherization, Efficiency



Discussion Sessions

Windows, Insulation, Weatherization, Efficiency



Federal Rehabilitation Tax Credit (RITC) Program

Caitlin Corkins

Tax Credits & Grants Coordinator

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Division for Historic Preservation

Federal Rehabilitation Tax Credit Program

THE BASICS

- *Federal Rehabilitation Tax Credit (RITC) is also sometimes called the “tax act program.”*
- *Program is administered by the National Park Service (NPS) and the Internal Revenue Service (IRS) in partnership with the State Historic Preservation Offices (SHPO)s.*
- *The program offers a 20% federal income tax credit for qualified historic rehabilitation projects.*

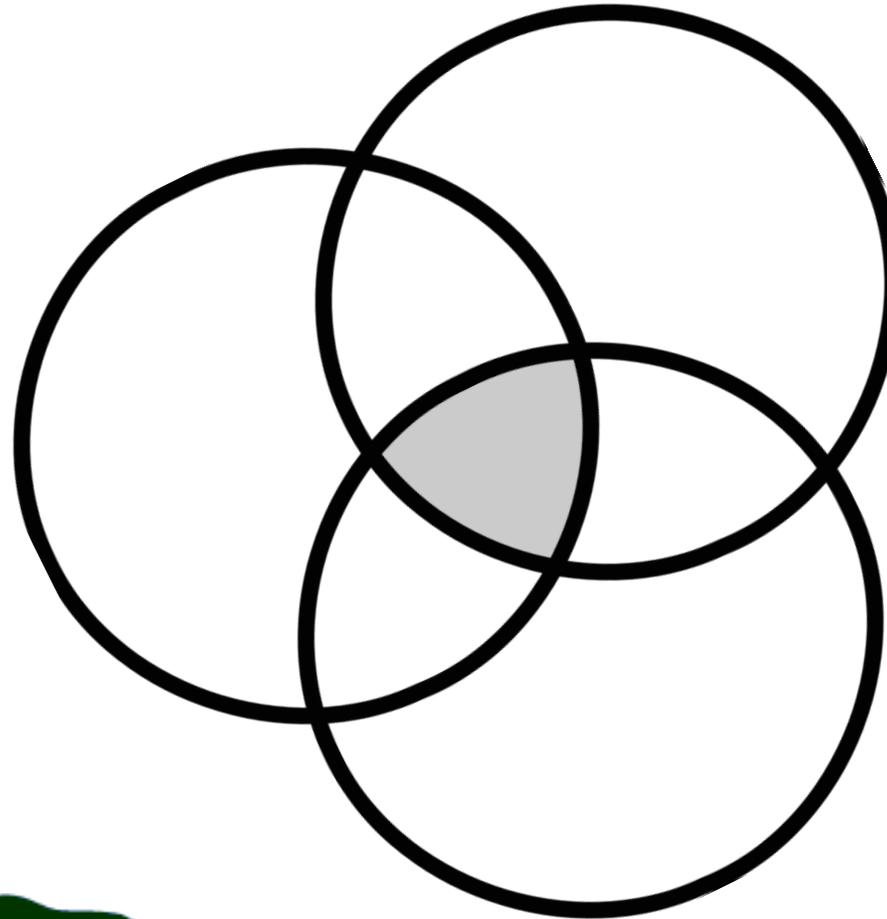


Federal Rehabilitation Tax Credit Program

THE BASICS

State Historic Preservation Office (SHPO)

- *Provide technical assistance to applicants*
- *Accept and review applications to be forward to NPS for final review*
- *Provide certification recommendations to NPS*



National Park Service (NPS)

- *Review applications for conformance with the preservation standards*
- *Issue certification for qualified projects*

Internal Revenue Service (IRS)

- *Issue income tax credits*
- *Publish financial regulations for the program*
- *Conduct taxpayer audits*



Federal Rehabilitation Tax Credit Program

THE BASICS

To Qualify, a property must be:

- *Listed in the National Register of Historic Places*
- *Be income producing*
- *Investment must be substantial (exceed adjusted basis of building)*
- *Work must meet the Secretary Standards for Rehabilitation*



Adjusted basis = Purchase price – value of land + capital improvements – depreciation

Federal Rehabilitation Tax Credit Program

THE BASICS

The Application includes:

- Part 1 – Certifies that a building is historic
- Part 2 – Proposes scope of work for entire project (work plan)
- Part 3 – Documents completed project
- Amendment(s) – Seeks approval for changes in the scope of work once a project is underway or addresses conditions of approval made by NPS

<http://www.nps.gov/tps/tax-incentives/application.htm>



The screenshot shows the 'Historic Preservation Certification Application' page on the National Park Service website. The page title is 'Historic Preservation Certification Application'. It includes a navigation menu with links for 'About', 'The Standards', 'Tax Incentives', 'How To Preserve', 'Sustainability', 'Historic Surplus Property', 'Education & Training', and 'Hot Topics'. The main content area features a large photograph of a white, corrugated metal barn with a gabled roof. Below the photo, there is text explaining that federal historic rehabilitation tax credits are available for qualified projects. The page also includes a section for 'Download fillable PDF applications' and 'READ THESE INSTRUCTIONS' with a numbered list of steps: 1. DO NOT open the forms in a browser tab or window. 2. DOWNLOAD the forms and SAVE them to your computer. 3. Open the forms in Adobe Acrobat Reader. At the bottom, there are links for 'Part 1—Evaluation of Significance', 'Part 2—Description of Rehabilitation', 'Part 3—Request for Certification of Completed Work', and 'Amendment/Advisory Determination'. Two red arrows point from the text on the left towards the 'READ THESE INSTRUCTIONS' section and the 'Part 3' link.

Federal Rehabilitation Tax Credit Program

THE BASICS

Checking Project Status:

- Can search by Project Number, Building Name, Building Address or City/State
- Note: Project Number is most accurate

<http://tpsdev.cr.nps.gov/status/>



Home > Tax Incentives > Check Project Status



Check Project Status

Check the status of a Historic Preservation Certification Application or search for projects by city and state or by state in the project status database.

Part 2 and Part 3 applications are not reviewed until the application review fee has been paid.

This database is updated once per week. It is not a real-time database



Information in the project status database is advisory only. Official notification regarding project decisions is made in writing to the property owner by the National Park Service.

Search by Project Number

The Project Number can be found on all correspondence from the National Park Service.

Project Number:

Search by Building Name

Enter the name of the Building

Building name:

Search by Building Address

Enter the Building Street Address

Building Address:

Search by City and State or by State

Enter the name of the city. Select the state from the drop-down menu.

City:

State:



Federal Rehabilitation Tax Credit Program

THE BASICS

Checking Project Status:

- See when a project is received (logged in)
- Confirm the Fee has been paid
 - This triggers 30-day Review Period
- Conditional Approval/Approval dates
- Hard copies of signed cover sheets are sent by US Mail to addresses listed on the cover sheet (applicant and consultant)

Project Number 24,850
Project Stillman Wood Block
49 N. Main Street
Barre, VT 05641

Part 1:
Received: 06/14/10
Status: 07/06/10 (Approve)

Part 2:
Received: 03/24/11
Fee(1) Received:
Fee(2) Received: 03/24/11
Status: 03/31/11 (Conditional Approval)

Part 3:
Received: 03/02/12
Fee(1) Received:
Fee(2) Received: 03/02/12
Status: 03/19/12 (Approve)

Project Number 28,194
Project A.C. Blanchard Building
14 North Main Street
Barre, VT 05641

Part 1:
Received:
Status: 07/02/07 (Approve)

Part 2:
Received: 11/29/12
Fee(1) Received:
Fee(2) Received: 11/29/12
Status: 12/11/12 (Conditional Approval)

Part 3:
Received: 12/16/14
Fee(1) Received:
Fee(2) Received: 12/17/14
Status: 01/14/15 (Approve)

[Back](#)



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Federal Rehabilitation Tax Credit Program

TOP TEN FREQUENTLY ASKED QUESTIONS

Who can claim a rehabilitation tax credit? Who cannot?

- *Individual or entity who holds title to the property*
- *Tax-exempt entities have no tax liability and cannot use the tax credit*
- *A non-profit entity may be involved in a rehabilitation project by forming a limited partnership and maintaining an interest in the property*
- *Certain IRS provisions also impact use of tax credits for individuals in part or in full: alternative minimum tax, tentative minimum tax and passive activity rules*



Division for Historic Preservation

Federal Rehabilitation Tax Credit Program

TOP TEN FREQUENTLY ASKED QUESTIONS

What are Qualified Rehabilitation Expenditures (QREs)?

- *Expenses eligible for the 20% tax credit*
- *Hard costs: frame, walls, floors, ceilings, permanent coverings, windows, doors, HVAC systems, electrical systems and wiring, plumbing and plumbing fixtures, stairs, elevators, sprinkler systems*
- *Soft costs: period interest and taxes, architect and engineering fees, construction management costs, developer fees, other fees normally charged to a capital account*



Federal Rehabilitation Tax Credit Program

TOP TEN FREQUENTLY ASKED QUESTIONS

What costs are not eligible for the 20% tax credit?

- *Acquisition costs*
- *Enlargement costs (additions that increase the volume of a building)*
- *Site work such as paving, sidewalks and landscaping*
- *Demolition costs (removal of a building/addition on the property)*
- *Porches, decks etc. not part of the original building*
- *Furniture, appliances etc.*





Federal Rehabilitation Tax Credit Program TOP TEN FREQUENTLY ASKED QUESTIONS

Can applicants use the program if a portion of the building is used as a personal residence?

- *The credit cannot be used to rehabilitate a personal residence*
- *If a portion of a commercial building is used as a personal residence, rehabilitation of the commercial portion of the building may be eligible*
- *Expenditures on “common areas” not exclusively used for a business are not eligible*
- *The adjusted basis test must be met on the income-producing portion of the building*





Federal Rehabilitation Tax Credit Program TOP TEN FREQUENTLY ASKED QUESTIONS

Can a tax credit be claimed for expenses associated with a noncontributing addition?

- *Yes, if the addition was constructed before commencement of the tax credit project, costs associated with its rehabilitation are eligible for the 20% tax credit*
- *This does not apply to NEW additions – any enlargement of the building as part of the “project”*



Division for Historic Preservation

Federal Rehabilitation Tax Credit Program

TOP TEN FREQUENTLY ASKED QUESTIONS

Can tax credits be combined with grants?

- *Yes, if grant money is taxable*
- *In this situation the taxpayer has “basis” and the rehabilitation tax credit is allowed on expenditures made with grant money*
- *Note: Vermont’s state grants are NOT considered taxable income. Therefore the rehabilitation tax credit CANNOT be taken on expenditures made with grant money through these programs*



Federal Rehabilitation Tax Credit Program

FREQUENTLY ASKED QUESTIONS

Can a taxpayer begin claiming the rehabilitation tax credit without receiving final certification from NPS?

- *Yes, if a Part 2 has been approved and the building has been “placed in service” (work has been completed which would allow for occupancy of either all or some identifiable portion of the building) or the substantial rehabilitation test is met*
- *Final certification is still required*
- *If the taxpayer fails to receive final certification within 30 months of claiming the tax credit, or if final certification is denied, the credit will be disallowed*



Division for Historic Preservation



Federal Rehabilitation Tax Credit Program FREQUENTLY ASKED QUESTIONS

Can a project apply for tax credits before it is listed in the National Register?

- *Yes, a more detailed Part 1 must be submitted to determine that the building is eligible – this determination is not binding*
- *Listing of the building must occur within 30 months of project completion (final certification)*
- *If listing does not occur or if final certification is denied, the credit will be disallowed*



Division for Historic Preservation



Federal Rehabilitation Tax Credit Program FREQUENTLY ASKED QUESTIONS

If a building was rehabilitated and placed in service, can a taxpayer apply after the fact?

- *Yes, if the building is individually listed in the National Register*
- *If the building is not yet listed or is located within a National Register Historic District, a Part 1 must be submitted to the Park Service before a property is placed in service*
- *If a taxpayer put a “certified rehabilitation” in service but never claimed the rehabilitation credit, they have three to file a claim for refund*



Division for Historic Preservation

Federal Rehabilitation Tax Credit Program

TOP TEN FREQUENTLY ASKED QUESTIONS

What situations cause a credit to be recaptured?

- *A property is sold*
- *A property ceases to be “income-producing”*
- *Inappropriate alterations are made to the building following certification of a rehabilitation project*
- *Recapture provisions become void after five years from the date of final certification*
- *A portion of the credit may be recaptured if a building is sold or ceases to be income-producing within the five year period (20% for each full year)*



Federal Rehabilitation Tax Credit Program

SUBMITTAL REQUIREMENTS:

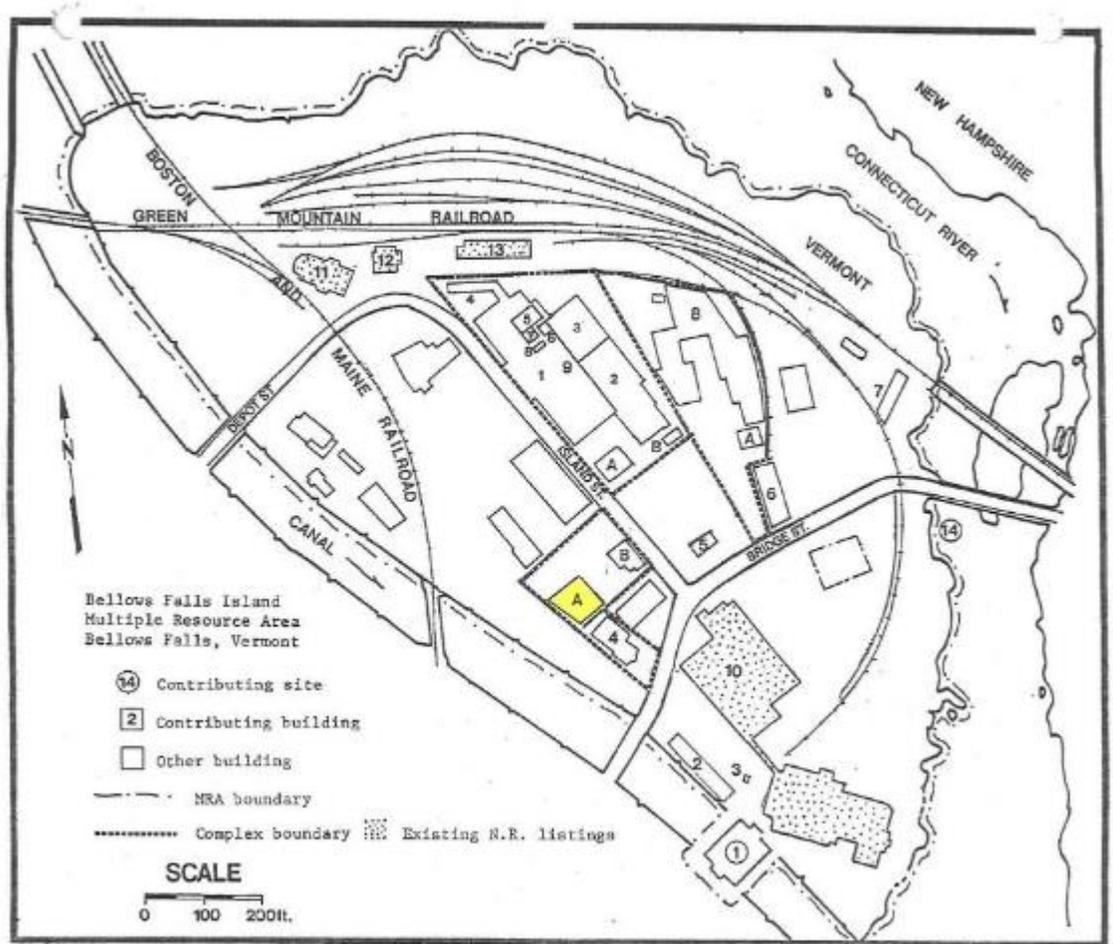
- *NPS still requires original signed copies of cover sheets and hard copies for additional material related to RITC submittals*
- *Plans do not need to be full size, but should be big enough to be legible*
- *Photographs do not need to be on photo paper but must be in color and be large enough to show adequate detail*
- *The exception is for Preliminary Reviews which should be submitted digitally*



Federal Rehabilitation Tax Credit Program

SUBMITTAL REQUIREMENTS: Part 1

- *Cover Sheet with original signature*
 - *Description of Property*
 - *Statement of Significance*
 - *Map with location of property highlighted*
 - *Printed (and labeled) photographs*
- * *You can reference a NR District Nomination but make sure information is still accurate!*

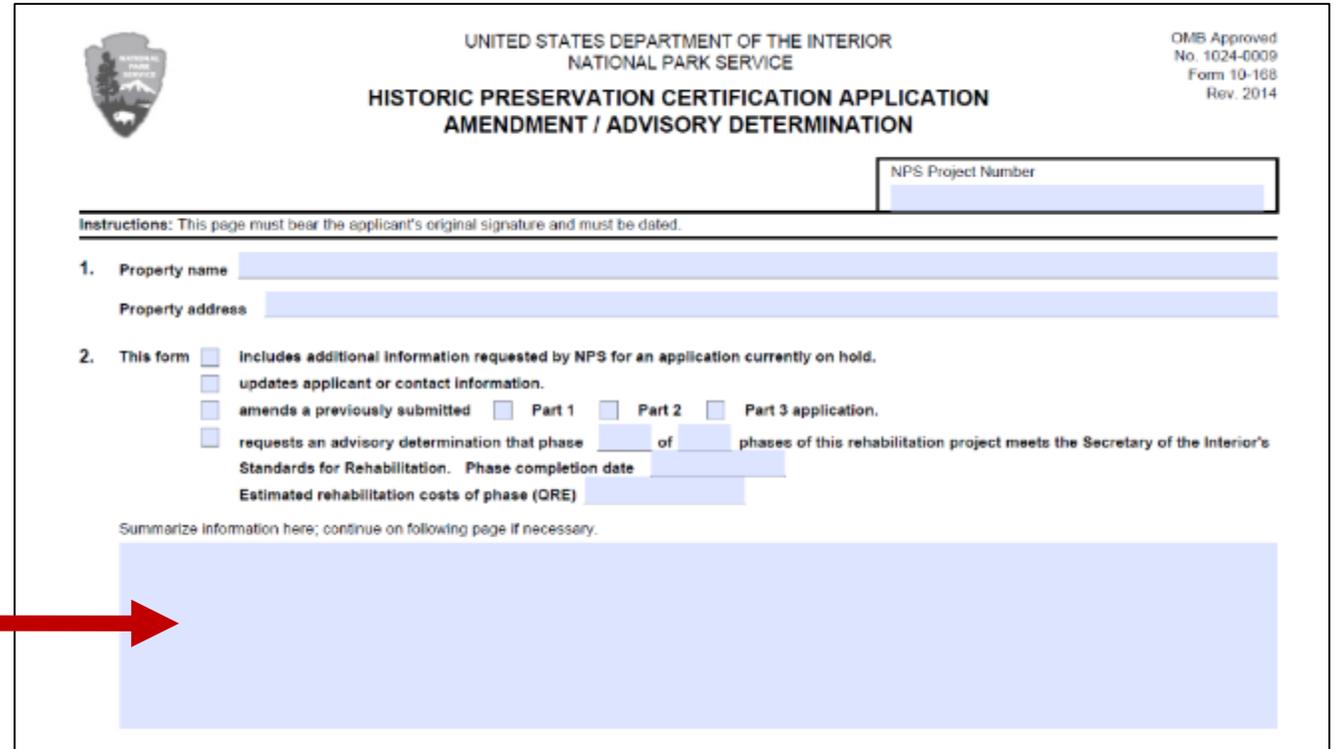


Division for Historic Preservation

Federal Rehabilitation Tax Credit Program

SUBMITTAL REQUIREMENTS: Amendments

- *Cover Sheet with original signature*
 - *Narrative describing proposed changes or addressing Park Service conditions*
 - *Photographs/plans of areas impacted by changes*
- * *The cover sheet MUST include a brief summary of the item(s) included in the Amendment. It can NOT simply reference continuation sheets*



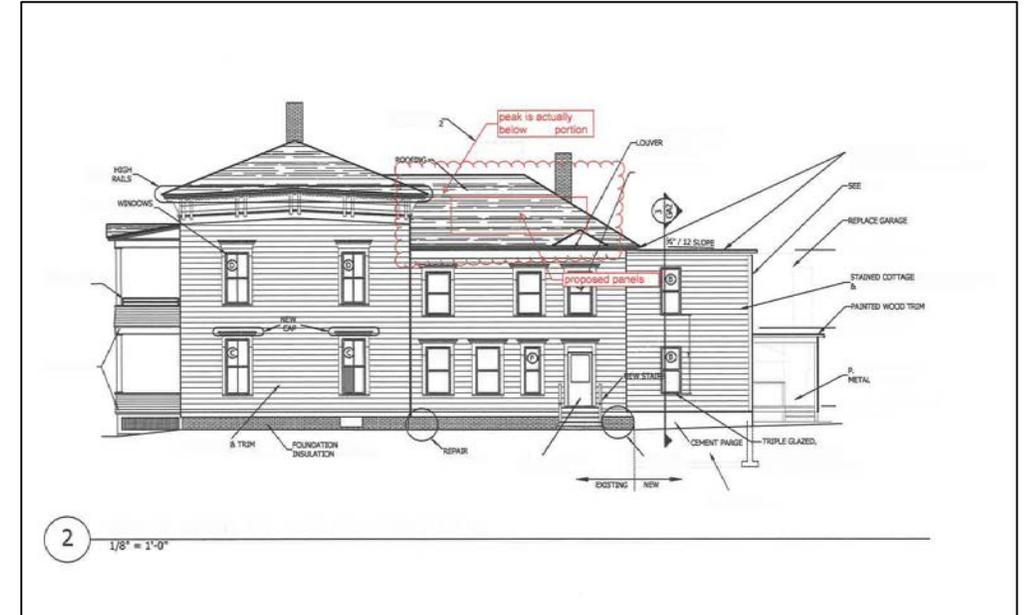
The image shows a form titled "HISTORIC PRESERVATION CERTIFICATION APPLICATION AMENDMENT / ADVISORY DETERMINATION" from the United States Department of the Interior, National Park Service. The form includes a header with the NPS logo, the department name, and the form number (10-168 Rev. 2014). A box for "NPS Project Number" is present. Below the header, there are instructions: "Instructions: This page must bear the applicant's original signature and must be dated." The form contains several sections for data entry, including "1. Property name" and "Property address", both with blue shaded input fields. Section 2 contains a list of options with checkboxes: "Includes additional information requested by NPS for an application currently on hold.", "updates applicant or contact information.", "amends a previously submitted" (with sub-options for Part 1, Part 2, and Part 3), and "requests an advisory determination that phase [] of [] phases of this rehabilitation project meets the Secretary of the Interior's Standards for Rehabilitation. Phase completion date [] Estimated rehabilitation costs of phase (QRE) []". At the bottom, there is a large blue shaded area for a summary, with the instruction "Summarize information here; continue on following page if necessary." A red arrow points from the text in the first list item to this summary area.

Federal Rehabilitation Tax Credit Program

SUBMITTAL REQUIREMENTS: Part 2 & Amendments

Where Applicable also include:

- *Detail drawings or cut sheets*
- *Engineering Report(s)*
- *Historic Images (labeled)*
- *Window Survey*



Federal Rehabilitation Tax Credit Program

SUBMITTAL REQUIREMENTS: Part 3

- *Cover Sheet with original signature*
- *Photographs (labeled)*
- *Photo Key*

** When working with an organization, use the second sheet to ensure Part 3 Certification goes to all interested parties*



HISTORIC PRESERVATION CERTIFICATION APPLICATION PART 3 – REQUEST FOR CERTIFICATION OF COMPLETED WORK

Property name _____ NPS Project Number _____
Property address _____

Additional Owners Continue on additional sheets as needed to list all owners.

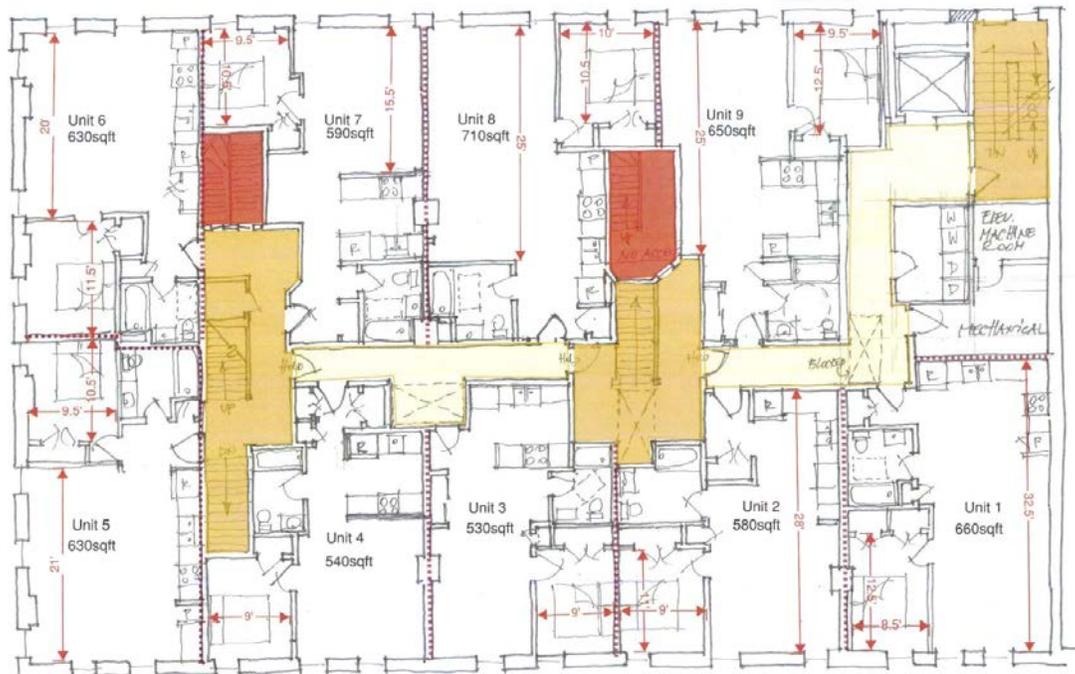
Name _____ SSN _____ or TIN _____
Street Address _____
City _____ State _____ Zip _____

Name _____ SSN _____ or TIN _____
Street Address _____
City _____ State _____ Zip _____

Name _____ SSN _____ or TIN _____
Street Address _____
City _____ State _____ Zip _____



Division for Historic Preservation



Note: All dimensions are approximate

Federal Rehabilitation Tax Credit Program PRELIMINARY CONSULTATIONS

- *The SHPO requests an Preliminary Consultation (Preliminary Determination)*
- *A preliminary consultation focuses on one or several specific issues; it is not a review of the entire project*
- *Preliminary consultations are only Advisory*
- *NPS conveys an oral response directly to the SHPO office*



Federal Rehabilitation Tax Credit Program

SUBMITTAL REQUIREMENTS:

- *All SHPO submittals should be digital going forward*
- *Disc with documents saved as pdf files and images saved as jpgs*
- *Future process for submission may change as we refine our Online Research Center – so stay tuned!*

We're Now Digital!



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Division for Historic Preservation

Federal Rehabilitation Tax Credit Program

SUBMITTAL REQUIREMENTS:

Online Resource Center Actions ▾

Search for...

County: All ▾

Town: Barre City - Washington ▾ (Town - County)

FileType: Project File ▾

DocumentType: All ▾

[Reset Filter](#)

< 1 of 1 > 25 / Page

Project Name	County	Town	File Type	Document Type	Project Number	File Path
Barre Stillman Wood Block, 59 North Main Street RITC P3	Washington	Barre City	Project File	Applicant Submittal	24850	view scanned document
Beck & Beck Granite Shed, 28 & 34 Granite Street RITC Part 1-3	Washington	Barre City	Project File	Applicant Submittal	23531	view scanned document
Aldrich Block, 47 N. Main St	Washington	Barre City	Project File	Applicant Submittal	24850	view scanned document
Socialist Labor Party Hall	Washington	Barre City	Project File	Applicant Submittal	HP13-002	view scanned document

Online Resource Center Actions ▾

Search for...

County: All ▾

Town: Hardwick - Caledonia ▾ (Town - County)

FileType: Town File ▾

DocumentType: All ▾

[Reset Filter](#)

< 1 of 1 > 25 / Page

Project Name	County	Town	File Type	Document Type	Project Number	File Path
Parker Block	Caledonia	Hardwick	Town File	Building Report		view scanned document
R & W Professional Building	Caledonia	Hardwick	Town File	Building Report		view scanned document
Troiano Bank Barn	Caledonia	Hardwick	Town File	Building Report		view scanned document
The Old Firehouse, 13 Mill Street	Caledonia	Hardwick	Town File	Building Report		view scanned document
Daniels Building	Caledonia	Hardwick	Town File	Building Report		view scanned document
Bemis Block	Caledonia	Hardwick	Town File	Building Report		view scanned document
Hardwick Inn	Caledonia	Hardwick	Town File	Building Report		view scanned document

<http://www.orc.vermont.gov/>

Federal Rehabilitation Tax Credit Program

SUBMITTAL REQUIREMENTS

New Payment Process:

- *Do NOT use Credit Card forms going forward.*
- *All payments must be made online at Pay.gov.*
- *Upon submittal of a Part 2 or Part 3, an automated invoice will be generated and sent to the email given on the cover sheet in Section 4.*
- *In some cases, this e-mail may end up in spam folders – so follow-up with clients to make sure payment is made in a timely manner.*

<http://tpsdev.cr.nps.gov/status/>



Home > Tax Incentives > Check Project Status



Check Project Status

Check the status of a Historic Preservation Certification Application or search for projects by city and state or by state in the project status database.

Part 2 and Part 3 applications are not reviewed until the application review fee has been paid.

This database is updated once per week. It is not a real-time database



Information in the project status database is advisory only. Official notification regarding project decisions is made in writing to the property owner by the National Park Service.

Search by Project Number

The Project Number can be found on all correspondence from the National Park Service.

Project Number:

Search by Building Name

Enter the name of the Building

Building name:

Search by Building Address

Enter the Building Street Address

Building Address:

Search by City and State or by State

Enter the name of the city. Select the state from the drop-down menu.

City:

State:



Federal Rehabilitation Tax Credit Program

DIRECT COMMUNICATION WITH NPS

- *In some situations direct communication with the Park Service Review to resolve specific issues is appropriate*
- *The SHPO office should ALWAYS be contacted first to resolve questions/issues*
- *The SHPO office must be copied on all correspondence and should be notified of all phone conversations*
- *To resolve some administrative/billing issues the Park Service may request direct communication by the client/consultant*



Federal Rehabilitation Tax Credit Program COORDINATION

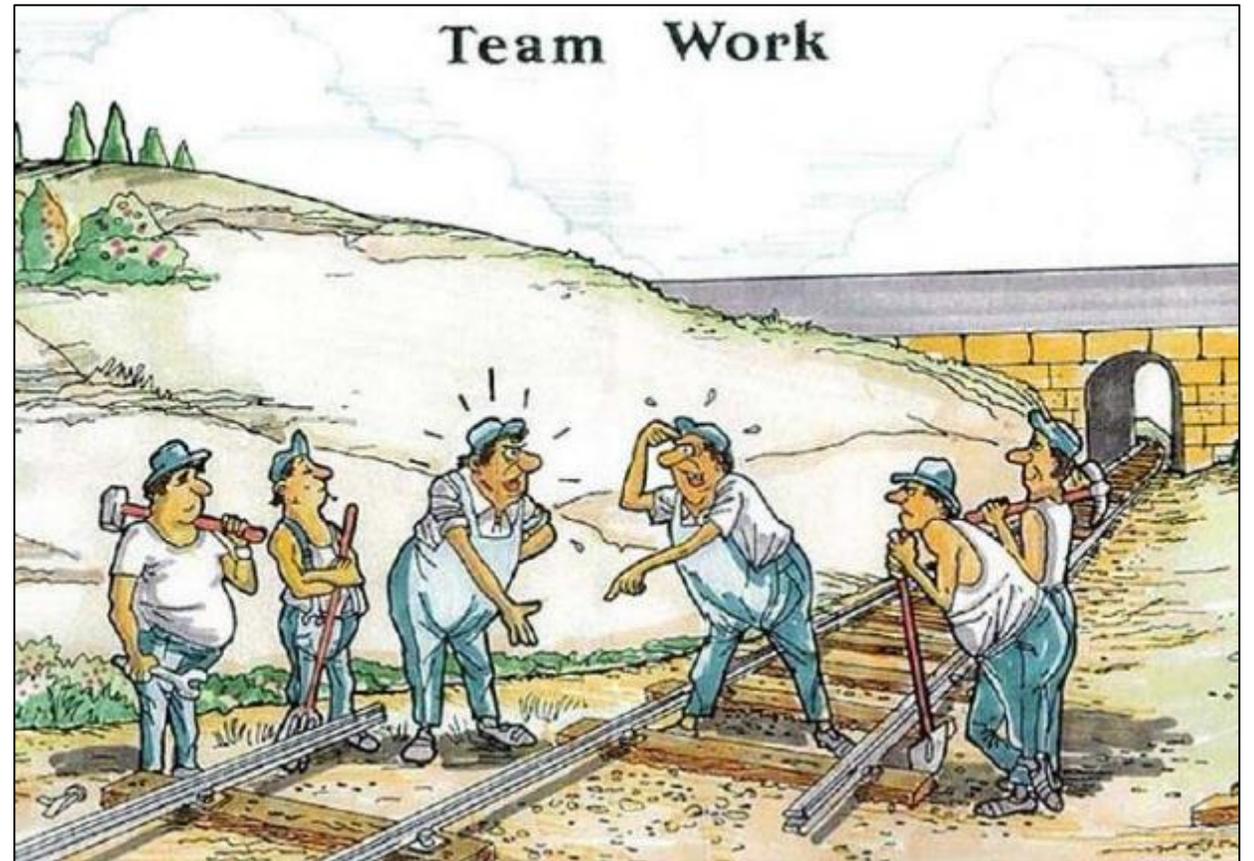
Program Deadlines:

- *National Register Listings for tax credit projects*
- *State Tax Credit projects also using federal RITC program*
- *End of tax year/fiscal year deadlines*
- *SHPO office and NPS office have **30-day review periods***



Federal Rehabilitation Tax Credit Program COORDINATION

- *Communication is key*
- *Asking the right questions*
 - *What types of review (state/federal)*
 - *What types of funding*
 - *Timing of approvals*
- *The SHPO is working to improve our internal and external communication.*
- *What can we do better?*



Questions?

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