

**NEW YORK**  
STATE OF  
OPPORTUNITY.

**Parks, Recreation  
and Historic  
Preservation**



**New York State Homeowner  
Rehabilitation Tax Credit Program**



The New York State Office of Parks, Recreation and Historic Preservation provides safe and enjoyable recreational and educational opportunities for all New Yorkers and visitors, and is the steward of valuable natural, historic, and cultural resources. It is also the only state agency charged with advancing historic preservation efforts across New York.



Niagara Falls,  
New York's first state park



The New York State Historic Preservation Office (SHPO) offers programs and services that help individuals and communities achieve the social, economic, and environmental benefits associated with historic preservation.



Clinton Square, Syracuse



# 20% Commercial Rehabilitation Tax Credits

New York State and the Federal Government each offer 20% Commercial Rehabilitation Tax Credit Programs for Historic Properties. Many of the same rules apply:

- Property must be Listed or in the Process of Listing on the National Register.
- The NYS side of the Credit Requires the Building be in a Qualified Census Tracts.
- Rehabilitation must meet the Secretary of the Interior Standards.

The Major Differences are:

- You Must Receive the Federal Credit in Order to take the NYS Credit.
- You Must Spend a Substantial Amount of Money on your Rehabilitation.  
(The Substantial Rehabilitation Test)
- Your Project is Additionally Reviewed by our Partners at the National Park Service.



# 20% Homeowner Tax Credit Program



- The Homeowner Credit will Cover 20% of Qualified Rehabilitation Costs for Repairs & Upgrades to your Historic Home
- A Tax Credit is a Dollar-for-Dollar Reduction of the NYS Income Tax that you Owe
- If your Income is Below \$60,000, the Credit is Taken as a Refund



# Who and What Buildings are Eligible for the Credit?



The Credit is for New York State Tax Payers

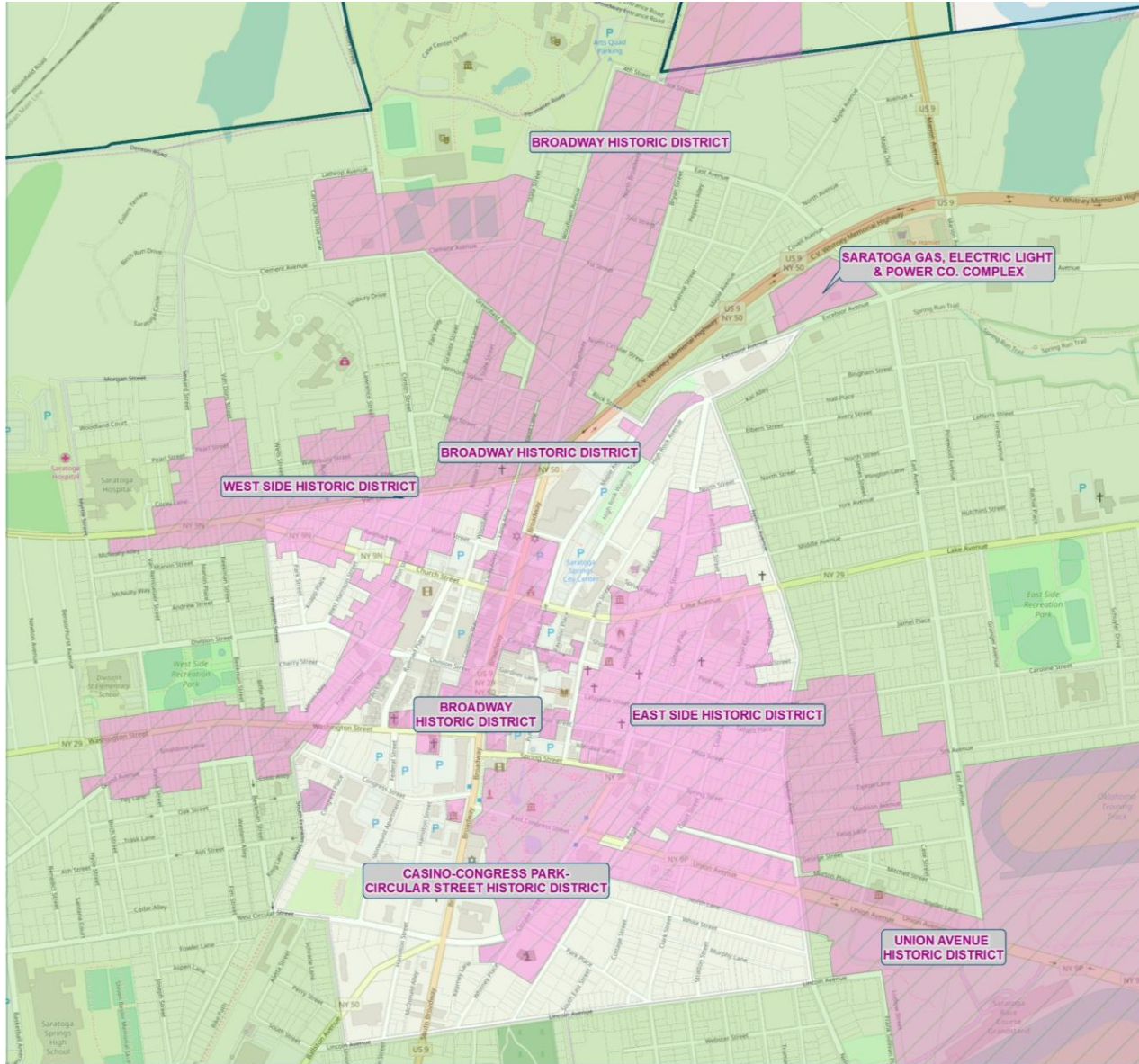
For Buildings Listed *in the State and National Register of Historic Places* ... (Individually or in Historic Districts)

&

Located in a Qualifying Census Tracts



# City of Saratoga Historic Credit Eligibility





# Homeowner Tax Credit: The Basics

- You Must Spend at Least \$5,000 on qualified projects

Note: \$5,000 in Qualified Projects equals a \$1,000 tax credit. **There is a Limit of \$50,000 in Credits Per Project. A \$250,000 Project equals a \$50,000 Credit**

- 5% of Your Overall Project Must be on the Exterior

Note: *Mechanicals on the Exterior (HVAC, Solar Panels), while eligible expenses, are not covered by the 5% Rule*



# Homeowner Tax Credit: The Basics




- Your Application Must be Preapproved by Division Staff Before the Work Begins – No Retroactive Projects
- You Must Pay the Associated Fees

**Note:** *You do not need to take the credit in the same year that you apply. Your application can roll from year-to-year, building up enough projects to meet the \$5,000, or... You CAN take the credit every year, provided you meet the programs base requirements*



# Typical Work that Qualifies

- 
- Structural Systems, including foundations, roofs, floor joists and ceiling/ attic rafters
  - Roofs, including coverings, rafters, soffits, gutters
  - Exterior walls - brick, wood & stone repair, paint, cornices



# Typical Work that Qualifies

- Porches, stoops, window rehab or replacement, masonry
- Interior, including floors, walls, stairs, ceilings, trim, paint
- Systems, including heating, ventilation, electrical, plumbing, insulation and weatherproofing, solar



# Installing Solar on Historic Properties



*Solar Panels Should Not Be Visible From a Principle Elevation - or, Where the Public can Generally See Them*

Eligible Expenses for Solar Projects: Modules/ Panels, Inverter, Powerhouse, Mounts, etc.  
Roofing Upgrades - Electric or System Upgrades - Labor

***\*Solar can be placed offsite- garages, sheds, ground mounted, etc.***



# Typical Work that Does Not Qualify

- Projects such as landscaping, fencing, additions or other work outside the historic building generally do not qualify
- Work that does not meet the Secretary of the Interior Standards





# Secretary of the Interior's Standards

The Secretary of the Interior Standards are a Series of Guidelines issued by the National Park Service that guide decision-making about work or changes to historic properties. The basic concepts are:

- ***Retain*** Existing Historic Materials
- ***Repair*** Damaged Historic Materials
- ***Replace*** any Materials deteriorated Beyond Repair; in Kind, if Possible



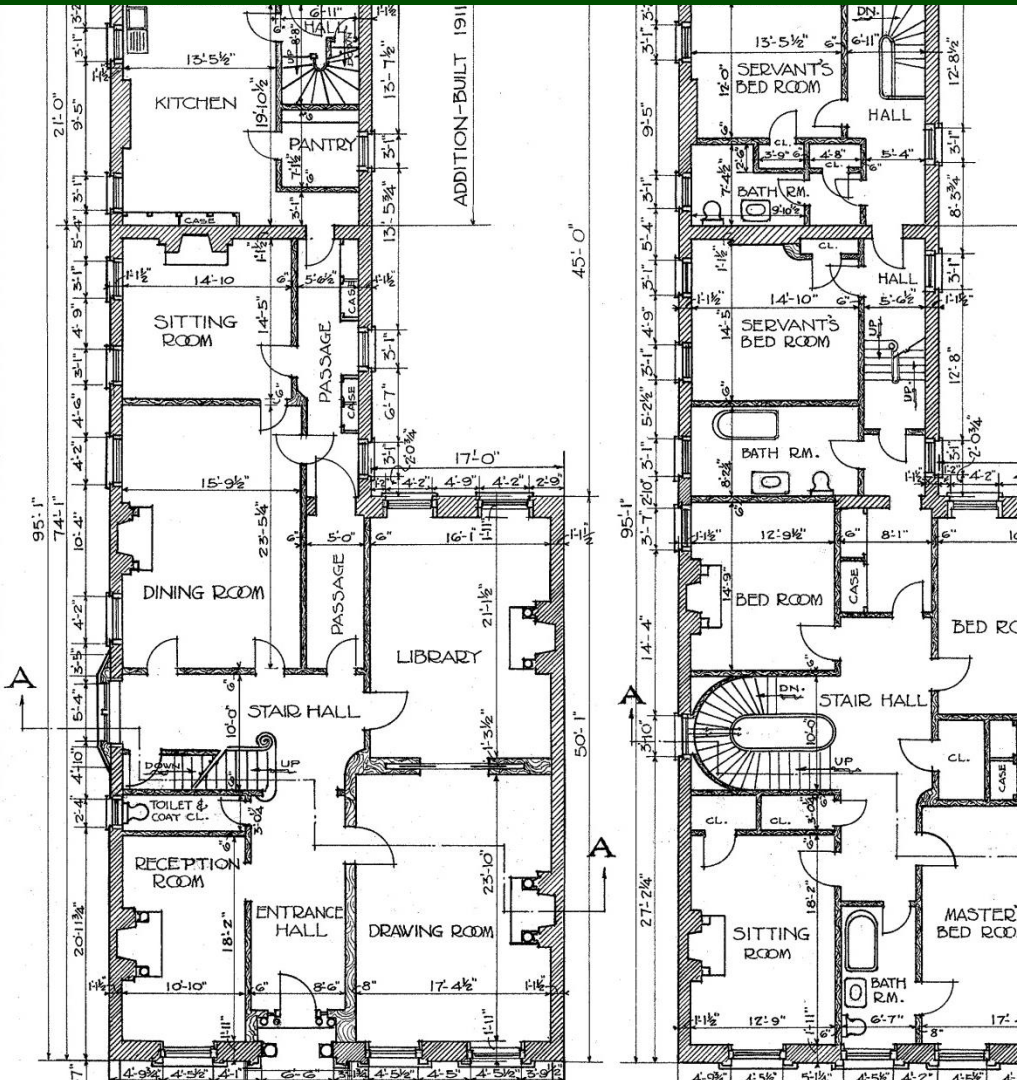
# Retain (Exterior Features)



The historic character of a property should be retained & preserved. The removal of historic material or alteration of features & spaces that characterize a property will be avoided



# Retain (Interior Features)

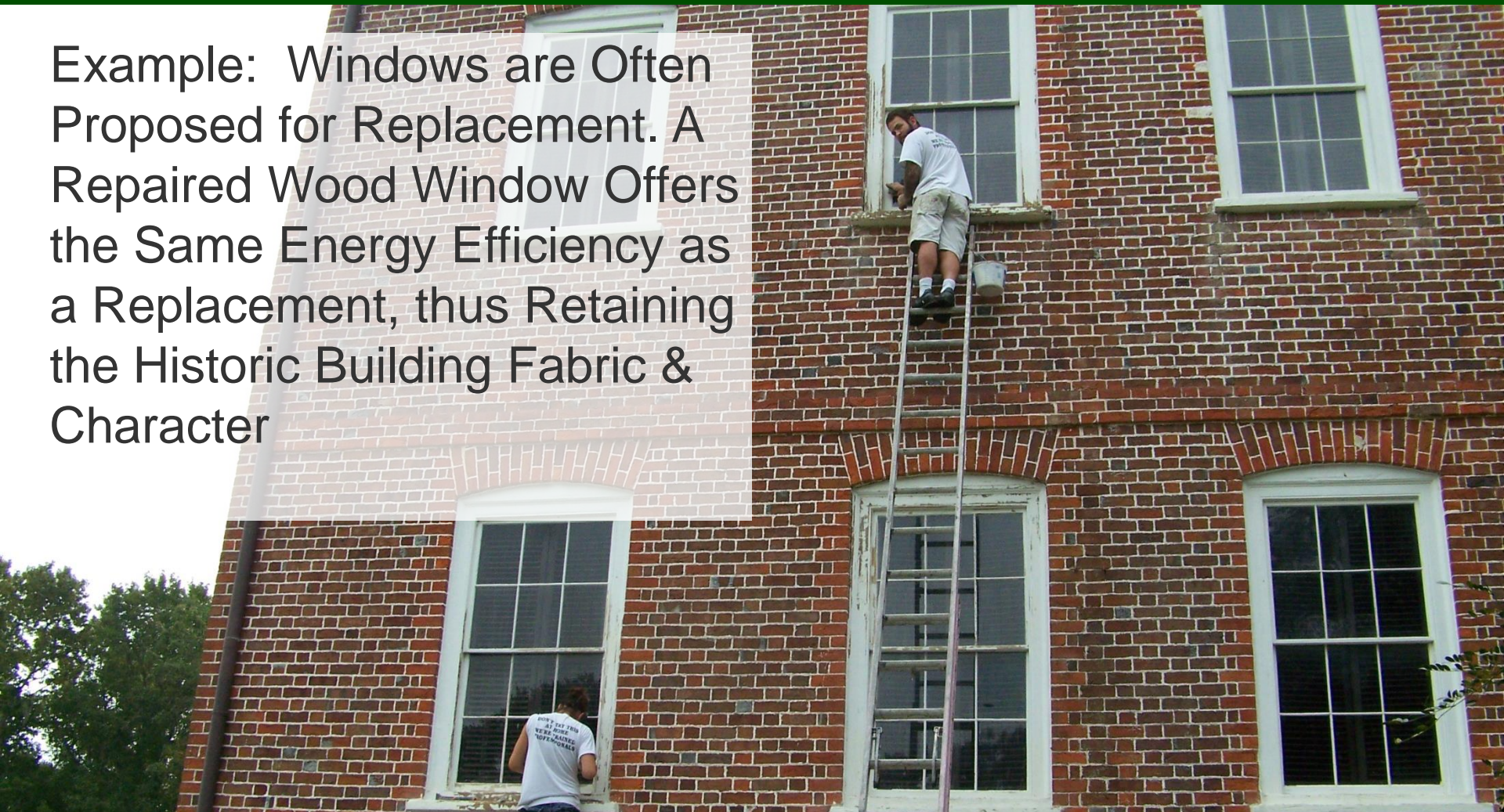


In Addition To Retaining Intact Interior Features - Stairways, Fireplaces, Molding, Plaster, etc. – Historic Floorplans should Additionally be Retained



# Repair

Example: Windows are Often Proposed for Replacement. A Repaired Wood Window Offers the Same Energy Efficiency as a Replacement, thus Retaining the Historic Building Fabric & Character



***Note: Avoid Damaging Treatments. Example: Sandblasting of Brick is Frequently Proposed, Which can Cause Significant Damage to Historic Building Material. The Cleaning of Structures, if Appropriate, Should be Undertaken Using the Gentlest Means Possible.***



# Replace



Many Times, Historic Fabric has Deteriorated Beyond Repair. This Often Includes Woodwork, Windows, Roofs & etc. When the Severity of Deterioration Requires Replacement of a Distinctive Feature, the New Feature Should Match the Old in Design, Color, Texture, & Other Visual Qualities, and, Where Possible, Materials



# Rehabilitation vs. Restoration

The Tax Credit Program does not expect you to *go back in time and replace what is not there. For Example, Kitchens and Bathrooms are frequently changed over time. New materials and designs are appropriate when there is no historic integrity to the space. You work with what you have.*





# I Have A Rental Unit in My House



Provided that the House is your Primary Residence, You can still Apply for the Homeowner Credit. There are Some Rules & Calculations To Consider...



# Residence with a Rental Unit

- 1) Determine an Approximation of the Percentage of Homeowner Space vs. Rental? This is Generally 50/50, 75/25 or 66.6/ 33.3%
  
- 2) Prepare a Scope of Work:
  - Remove any Projects Associated with the Interior of your Rental Unit. They will not be Reviewed or Count Towards your Project Total.
  - Include Qualified Projects for the Interior of your Personal Unit and all exterior work. Include Shared Spaces, such as Hallways, Basements and Attics.
  
- 3) Calculations – Upon Completion of your Project, Calculate Based on the Division of Homeowner, Rental & Shared Spaces
  - 100% of the Interior Projects Associated with your Unit will be Counted
  - Based on your Ownership Percentage, Exterior and Shared Spaces will be Counted Accordingly
  - Example: You Occupy 75% of a Building and Rent Out the Rest. A \$10,000 Exterior Work Item would be Adjusted to \$7,500 towards your total.

***Staff is Available to Help!***



# Is it Possible to Apply for the Homeowner & the Commercial Credits?



It is Possible to Combine the Credit Programs; However, the Process is more Involved. You will Likely need a Larger Project team, which could include an accountant, architect and potentially a consultant from the field of Historic Preservation. Talk to your SHPO field rep about your project.



# Where to Begin: Part 1 & 2

The Application can be Found on the NYS Parks Website: [www.nysparks.com/shpo/tax-credit-programs/](http://www.nysparks.com/shpo/tax-credit-programs/) Do not Hesitate to Reach Out to the Staff Member Assigned to your County with Questions

Check to See if there is Local Preservation Organization in your Area who may be able to Assist you.

Be Prepared to Supply Photographs with the Application

There is a \$25 Part 2 Review Fee if your income is above \$60,000

**HISTORIC HOMEOWNERSHIP REHABILITATION TAX CREDIT APPLICATION: PART 1**

DISCLAIMER: The New York State Office of Parks, Recreation and Historic Preservation (OPRHP) does not provide legal, tax or accounting advice; the information provided is intended to be general in nature; and tax credit applicants are strongly encouraged to consult their own professional tax, accounting and legal advisors on individual tax matters, or consult the NYS Department of Taxation and Finance or the Internal Revenue Service (IRS). OPRHP is not responsible for the information or advice provided as it may affect the specific tax consequences to any individual (including sole proprietors), corporate, partnership, estate or trust taxpayer, which will depend on many other facts and circumstances. The information is for the general benefit of persons interested in obtaining certifications from OPRHP that may allow them to qualify for federal or state historic properties tax credits. Given the frequency of changes in federal and state tax laws, regulations and guidance, of necessity, the information cannot be expected to be completely current and it represents a good faith effort to reflexively controlling laws and regulations as accurately as possible.

1. Address of Property: 172 Hamlin Road  
Circle: City/Town/Village: Buffalo County: Erie NY Zip: 14208

2. Owner Name: Lenora Yvonne Curry  Mailing address same as property  
Street: \_\_\_\_\_ P.O. Box Number: \_\_\_\_\_  
City: \_\_\_\_\_ NY Zip: \_\_\_\_\_  
Phone # (day): 716-553-3925 Phone # 2: 716-259-8385 Email: won104@roadrunner.com

**\*\*If more than one owner, attach sheet with 1<sup>st</sup> owner's name/contact information. Include the % of ownership for each.**

3. Project Contact (if other than owner)  
Name: \_\_\_\_\_  Mailing address same as property  
Street: \_\_\_\_\_ P.O. Box Number: \_\_\_\_\_  
City: \_\_\_\_\_ NY Zip: \_\_\_\_\_  
Phone Number (daytime): \_\_\_\_\_ Phone Number 2: \_\_\_\_\_  
Email address: \_\_\_\_\_

4. Checklist (Required)

1. Is the house		
• at least 50 years old?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
• one family owner-occupied?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
• multiple family owner-occupied?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
2. Is at least \$5,000 being spent on the rehab?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3. Is at least 5% of the total rehab cost being spent on the exterior?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
4. Date work began or will begin <u>5/11/13</u>	(Note that work needs to be approved by OPRHP before it begins)	
5. Total estimated cost of project \$ <u>20,000.00</u>		
6. Listed on the National Register?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Name of National Register listed historic district <u>Hamlin Park Historic District</u>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Not Sure <input checked="" type="checkbox"/>	

Please include: 1. Several color photographs of the house exterior. We prefer them on a Compact Disc (CD) along with a printout of images 6 to a page. We will accept images printed on photographic paper, however. Be sure to include all four sides of the building. The application and other materials should be printed. 2. A copy of a street map locating your property.

Original signatures required. \*\* If more than two owners, attach a sheet with the additional owner's signature(s) and date(s)

Owner Signature: Lenora Yvonne Curry Date: 5-3-2013

Owner (2) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MAIL A CURRENT APPLICATION TO: NYS OFFICE OF PARKS, RECREATION AND HISTORIC PRESERVATION, FIELD SERVICES BUREAU, PEBBLES ISLAND STATE PARK, PO BOX 189, WATERFORD, NY 12188-0189; PHONE: 518-237-8643, FAX: 518-233-9049. FOR MOST CURRENT APPLICATION AND ADDITIONAL INFORMATION: [www.nysparks.com/shpo/tax-credit-programs](http://www.nysparks.com/shpo/tax-credit-programs)

**FOR STATE USE Part 1**  
The subject property is a Certified Historic Structure  
NR Listed - Eligible Tract

NYITC # 23802055  
Signature of New York State Office of Parks, Recreation, and Historic Preservation



# Description of Rehabilitation

Provide a Narrative Description of the Existing Condition, the Work that you are Proposing, and an Estimated Project Cost

## Project Work Sheet

Work Proposed	Existing Condition	Proposed	Estimated Cost
1. Roofing	Worn out and presently leaking asphalt shingle roof.	Asphalt shingle roof, tear off and replacing with an asphalt shingle roof. Install ice shield with closed cut valleys.	\$14,000
2. Chimney	Loose mortar; old mortar	New mortar will match the historic mortar in all qualities, including strength, color, texture and tooling. Install ridge ventilation system; install flashing on to chimney edges.	\$1,000.
3. Painting	Paint is chipped in many areas of the exterior of house, especially in rear.	Paint complete exterior of house - front, sides and rear; upper & lower; possible replacement of wood around rear window.	\$4000.
4. Dry wall & paint	Water damage in walk-in closet. Water damage in ceiling corner of dining room.	Dry wall and paint closet. Dry wall and paint ceiling corner of dining room.	\$1000.



# Supply Photographs & Additional Materials

It is Essential that you Supply Photographs and Supporting Materials for our Staff to Properly Review your Application.

These include:

- Images that Document the Overall Building – Front and Back. This Helps our Staff Confirm whether or not the Building is on the Registers and to get a Sense of your Historic Property's Character Defining Features
- Before Photographs of each of the Projects Itemized in your Part 2 – Even the most Mundane Images, like the Site of a Boiler, are Required
- A Floorplan with the Photos Keyed is very Helpful. This can be just a Sketch that you do on your own. Professionally Prepared Plans are not Required. If you are Working with a Contractor/Architect and they have Prepared Drawings, Please Include them in the Application.
- If you are Proposing Replacement of a Historic Feature, like Windows or Doors, please provide the Manufacturers Cut Sheet or Shop Drawing



# What's Next?

Once Staff has Approved your Part 2, Work can Begin.

During Construction Keep in Mind...

A Part 2 Letter from SHPO may Contain a Special Condition that you should Share with your Contractor and be Mindful of. This is often a note that you have made an Agreement with SHPO about a Particular Work Item or it can be a Recommendation about an Appropriate Treatment

If your project Substantially Changes or Another Work Item Needs to be Added, Contact the Staff Member and Supply an Amendment Sheet for Approval

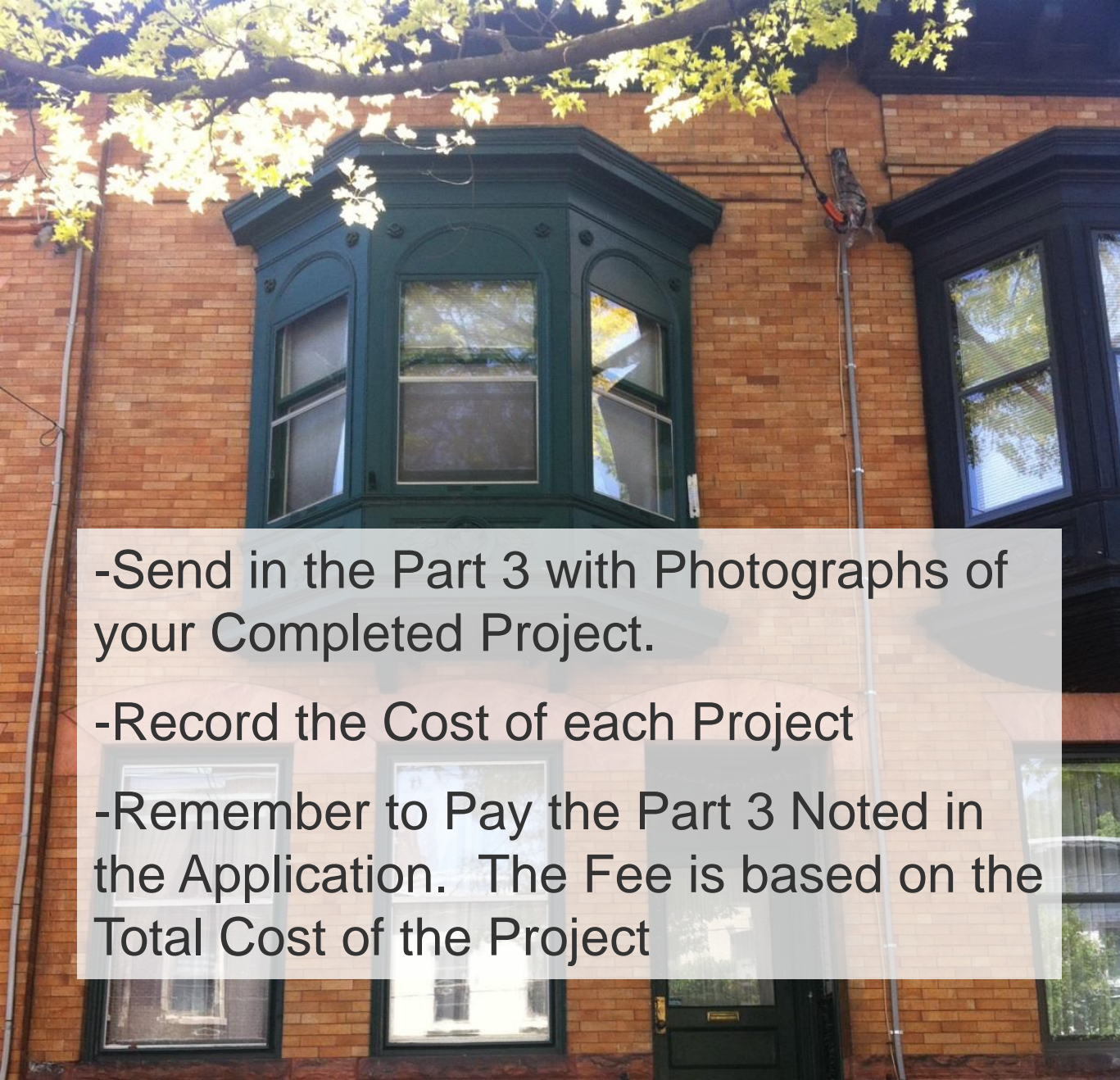
Keep all of your Receipts and Approval Letters with your Records. We will not ask for Receipts

If for any reason you feel that your project and receiving the credit is in jeopardy, stop and contact the SHPO



# Your Project is Complete: Part 3

- Send in the Part 3 with Photographs of your Completed Project.
- Record the Cost of each Project
- Remember to Pay the Part 3 Noted in the Application. The Fee is based on the Total Cost of the Project





# Leading Causes Of Denials

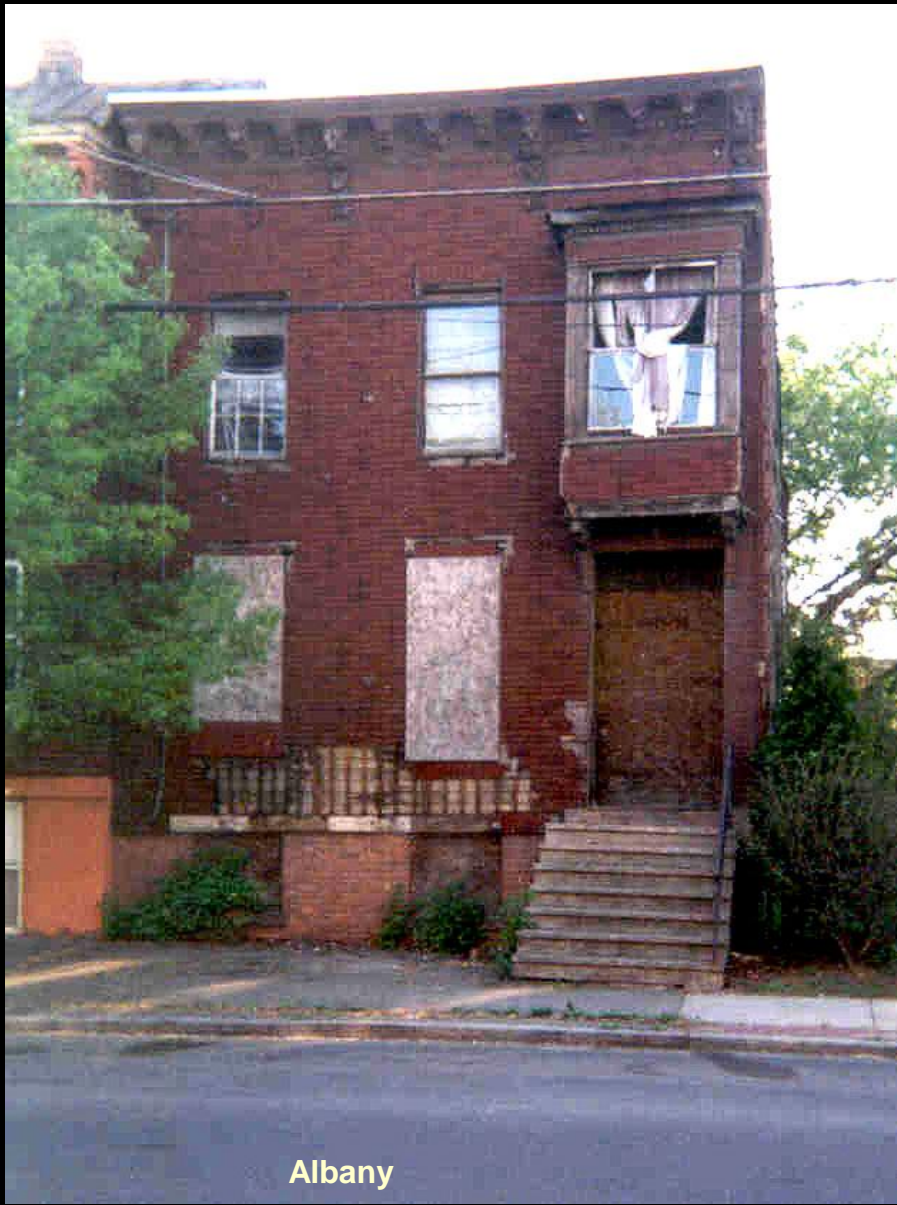


- Completing Work that does not Meet the Standards
- Applying for Projects that have Already been Completed
- Not having Photo Documentation prior to Select Demolition
- Obliterating Intact Historic Floorplans
- Removal of all Plaster Work During Select Demolition









Albany























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**Q & A**