



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
MICHIGAN STRATEGIC FUND  
STATE HISTORIC PRESERVATION OFFICE

QUENTIN L. MESSER, JR.  
PRESIDENT

## State Historic Tax Credit Program PA 343 of 2020

### Application Instructions June 1, 2022

PA 343 of 2020 directs \$5 million to be distributed each calendar year through 2030. These credits will be distributed on a first come, first serve basis beginning in January of each year (except for 2022 when the application period will begin in June). As directed by the legislation, credits will be allocated annually in the following manner:

- \$2 million to commercial projects with Qualified Rehabilitation Expenses (QREs) of \$2 million or greater.
- \$2 million to commercial projects with QREs less than \$2 million
- \$1 million to residential projects

#### Submission requirements:

- All Applications must be received through the Michigan State Historic Preservation (SHPO) website portal. **NO** applications received by mail, email, in-person delivery or other means will be considered for credits. Applications will be reviewed on a first-come, first-serve basis as time-stamped by the web application.
- **ONLY** complete applications (all information as requested in these instructions and included in the application) will retain their time stamp. Applicants may provide information incrementally, but will not receive an official time stamp for consideration until the application is complete.
- The application will have three parts:
  - Part 1 – determines eligibility of property to receive credits
  - Part 2 – determines eligibility of proposed rehabilitation project
  - Part 3 – determines final project meets rehabilitation plans as submitted in Part 2
- Parts 1 & 2 may be submitted simultaneously but Part 2 will not be reviewed until Part 1 is approved.
- Credits will be awarded in the order of receipt of submission of a complete Part 2 application.
- Part 3 applications are not submitted until the project is complete and has no basis in the initial award of credits. Should a Part 3 not result in a final award, those credits will be awarded to the next credit in line from those Part 2 allocations that were not awarded any credits because all credits available in a particular category had been awarded.
- **Therefore, since credits are extremely limited, submission of complete Parts 1 & 2 applications is extremely important to secure a place in line.**
- Because of funding limits no guarantee exists that all projects with complete, approved Part 2 applications will receive credits.

**State Historic Tax Credit Program  
PA 343 of 2020  
Application Instructions  
June 1 ,2022**

Before you apply, please review the legislation, PA 343 of 2020, and the administrative rules, (both available at [www.michigan.gov/hpccredit](http://www.michigan.gov/hpccredit) for additional information on credit availability and requirements.

**Part 1 – Application Instructions**

**Note: If submitting both Part 1 and Part 2 simultaneously, please select the link to submit both. Instructions are the same. Applicant will only need to submit once for both when using this link.**

Part 1 applications will be submitted in two segments, both of which are required for the Part 1 application to be complete.

**Initial Application**

- **Resource Information:**
  - **Name and Address of Property** on which credits are being requested. For name, only use an official historic name. Do **NOT** assign or make one up. Do not leave any portion of the address blank.
  - **Description of Physical Appearance:** This segment is a description of the property architecture or design. Do not describe condition. Include lot size, square footage, building style, original use if that helps describe the building (school, church, main street commercial, etc.), facade siding, any unique architectural features (porch, gables, turret, etc.)
  - **Date of Construction:** Enter date of construction. If only a general date can be determined, the date can be a “circa” date. However, do not guess. You must have a credible source for this information.
  - **Sources of Property Information:** List all sources of building/structure/object/site information. Sources may be National Register of Historic Places nomination, historic resource surveys, deeds, city assessor information, building permits, etc.
  - **Dates of Addition(s) or Alteration:** Enter dates of all Addition(s) and Alterations. If only a general date can be determined, the date can be a “circa” date. However, do not guess. You must have a credible source for this information.
  - **Original and Subsequent Use(s) of Property:** List original use of property as well as any subsequent uses. Include dates of a particular use if know
  - **Statement of Historic Significance:** If the property is listed individually, you may be able to pull directly from the designation form. If the property is contributing, you may or may not be able to get this information from the designation. If the property was part of a historic resource survey, you may also be able to find this information on a survey form.
    - For properties in the National Register of Historic Places, most nominations can be found at <https://www.nps.gov/subjects/nationalregister/database-research.htm>.
    - For properties in the State Register of Historic Sites, most listings can be found at <https://www.michigan.gov/mhc/historical-markers>.
    - For locally listed properties, contact your local Historic District Commission to see if they have a survey on file.

**State Historic Tax Credit Program**  
**PA 343 of 2020**  
**Application Instructions**  
**June 1 ,2022**

- You may also contact the Survey Coordinator at SHPO (add contact information) to determine if SHPO may have a survey on file.
- For properties where the significance cannot be found in previous documentation, please write a statement to include items such as:
  - Events: Is the property the location of an important event or a representation of a trend in the community, state or nation?
  - Person: Is the property associated with a person during the time they made significant contributions to the community, state or nation?
  - Architecture: Is the property the design of a famous architect or the only remaining example of an architect’s designs? Is it representative of a type of design for a specific building type during its period of construction? Is it a unique design for the area or community? Is it representative of a type of architecture prolific in the neighborhood?
- **Certification of the Resource:**
  - **Listing information:** Please select under which listing the property is eligible for State Tax Credits – National Register of Historic Places (including Districts), State Register of Historic Sites (including Districts), Local Historic District established under PA 169 of 1970. If listed in more than one, you may select any option under which it is listed. However, keep in mind that local listing requires submittal of the Declaration of Location form.

Properties you feel may be eligible for listing in the National Register but are not currently listed in any of the three categories may be submitted for tax credit consideration. However, you must submit a complete **National Register of Historic Places Preliminary Questionnaire** with Segment 2 of your Part 1 application. If determined eligible, your property is also eligible for tax credits. However, keep in mind that when your rehabilitation project is complete, your Part 3 will not be considered for review until the property is officially listed. Mark listing as National Register and place “Submitting Questionnaire” in field requesting “Name of Historic District or Listed Property.”

- **Name of Historic District or Listed Property:** Include name **exactly** as found in official listing. For properties submitted as “eligible” for the National Register of Historic Places, enter “Submitting Questionnaire” in this line.
- **Name of Local Unit of Government:** Enter local unit of government in which property is located for ALL designation levels.
- **Declaration of Location Form:** This form is **ONLY** required for properties submitted under Local Historic District eligibility. Download the form using link in description paragraph, complete and upload using upload button. **Be aware that the form requires the signature of an authorized local government representative.** That representative must be someone in authority in the local government with knowledge of properties contributing to the historic district. It may be a Mayor, Head of Council, director of department which oversees the local historic district, historic district staff or the chair of the historic district commission.

**State Historic Tax Credit Program**  
**PA 343 of 2020**  
**Application Instructions**  
**June 1, 2022**

- **Applicant Information:** The applicant must be the owners of the property. One individual must be listed as the applicant. All owners must be listed in your application. One additional can be listed in the next two lines. If more than two please submit in Segment 2. Please use legal names for all applicants.

If any type of business is the owner, one individual with the authority to sign legal documents can be listed as owner unless the business is a partnership. All corporations, LLCs, non-profits **MUST** list an Organization name. Single owners do not need to enter any information in the co-owner's field. Residential owners must list any additional owners as listed on the deed.

Do not leave any portion of your mailing address blank.

List all social security numbers or the Tax Payer ID numbers for the owners. This information is required.

- **Project Contact:** The contact should be the individual you feel can best relay information on your project to the SHPO. Contact may be the owner, architect, contractor, developer, historic preservation consultant, etc. Do not leave any portion of your mailing address or contact information blank. If the Contact is also the Applicant, these fields may be left blank.
- **Application Certification:**  
Attestation & Owner Signature: Applicant must select 'yes' to attest this application is approved by the owner AND type their name in the field below the 'yes.' This attestation serves as your signature that all information submitted is correct to your knowledge. Additional owners should type their name in the field that follows.
- **Submit Application:** Once this segment of the application is complete, hit the submit button. An automated follow-up confirmation email will be sent upon receipt by SHPO.

Supplemental Materials (Required)

Once the SHPO has received and reviewed the information, the applicant will receive a second email detailing how to upload additional required information for this second segment of the Part 1 application. Applicant has 48 hours to upload all required information after receipt of this email to retain submission date and time stamp of initial application. Information may be upload after 48 hours, but if after this time period, submission date will be changed from date of initial application to date of submission of this information, thus changing the place in line for review of this Part 1 application.

Applicant will receive a link to an exclusive Box folder (Box.com) in which to upload the following:

- **Location Map:** Map can be a map found in a nomination form or provided by a historic resource survey held by your local government or the SHPO. You may also use a map such as Google or other mapping program. In any format, the map must point out a clear location of application property and historic district boundary, if property is listed as contributing to a historic district.
- **Photos:** Any historic photos you may be able to obtain and current photos of both exterior and interior (include all facades).

State Historic Tax Credit Program  
PA 343 of 2020  
Application Instructions  
June 1 ,2022

- **Property Appraisal**, if property is commercial and no SEV has been set by your local government.
- **National Register of Historic Places Preliminary Questionnaire** ([national-register-of-historic-places-preliminary-questionnaire.docx \(live.com\)](#)) and an **Architectural Properties Identification Form** ([mishpo-identification-form-architectural-property.docx \(live.com\)](#)), if property is not currently listed by any of the eligible listings. (Both forms required.)
- Any other pertinent information that should be considered in determining the property's significance.
- **All file names must include a description of the document being submitted in the file name and CANNOT contain any punctuation or special characters. For example, "Photo 1 First Floor Lobby looking southeast."**

### Fees

The second follow-up email will include the application fee owed and instructions on how to pay the fee through an ACH transaction. This method of payment is an online, direct, and immediate financial institution to financial institution money transfer. **All fees must be paid through this system for an application to be complete.**

Applicant has 48 hours to pay all required fees after receipt of this email to retain submission date and time stamp of initial application. Fees may be paid after 48 hours, but if after this time period, submission date will be changed from date of initial application to date of submission of all fees, thus changing the place in line for review of this Part 1 application. Part 1 will **NOT** be reviewed until all fees are paid.

### **Part 2 Application Instructions:**

**Note: If submitting both Part 1 and Part 2 simultaneously, please select the link to submit both. Instructions are the same. Applicant will only need to submit once for both when using this link.**

Part 2 applications will be submitted in two segments, both of which are required for the Part 2 application to be complete.

### Initial Application

- **Resource Information (This information is only required if submitting the Part 2 separately from the Part 1):**
  - **Project Number:** Please enter project number as assigned by SHPO upon receipt of Part 1. If submitting Part 1 and Part 2 simultaneously, enter "unknown."

**State Historic Tax Credit Program**  
**PA 343 of 2020**  
**Application Instructions**  
**June 1, 2022**

- **Historic Name and Address:** Please enter name and address of property on which credits are being requested. For name, only use an official historic name. Do **NOT** assign or make one up. Do not leave any portion of the address blank.
- **Data on Rehabilitation Project:**
  - **Proposed Use After Rehabilitation:** Please enter how you plan to use the property after rehab – office space, retail, restaurant, multi-unit housing, owner-occupied housing, etc. If mixed use, please list all. Give breakdown of number of units if more than one space.
  - **Estimated Project Start Date:** List date project is expected to begin in MM/DD/YYYY format. Include start date of previous work if QRE's are being submitted for that work.
  - **Estimated Project Completion Date:** List date project is expected to be completed in MM/DD/YYYY format.
  - **Estimated Qualified Expenses:** List the amount you expect to spend in qualified rehabilitation expenses (QREs). See Segment 16(i) of PA 343 of 2020 for definition of QRE. Keep in mind that 25% of this amount up to \$2 million is the maximum this project can be allocated in tax credits even if future amendments raise expenses. Do not inflate your expenses as this will exclude other projects from being able to access the limited amount of credits.
  - **Credit Type Sought:** Please select the type of credits sought based on property type and QRE's.
- **Verification of State Equalized Value:** This form is **ONLY** required for commercial, non-owner occupied properties. Download the form using the link in description paragraph, have completed and upload using upload button. **Be aware that the form requires the signature of an authorized local government representative.** If an SEV does not exist for this property, you may substitute a property appraisal by a Michigan Certified General Appraiser completed less than two years prior to this application with the building in generally same condition as it currently exists. If you choose this method, please click button under instruction paragraph. (Instructions on uploading an appraisal will be emailed upon receipt of your initial Part 2 application.)
- **Verification of Part 1 Approval:** Select the appropriate response. If you select 'no,' be aware that your Part 2 will not be reviewed for credits until the Part 1 is approved and your time stamp for Part 2 will be adjusted to the Part 1 approval date. If Part 1 was approved, please enter Part 1 approval date (not your time stamp date) in MM/DD/YYYY format.
- **Work Completed Over Past Year:** If you completed any work up to a year before this application submittal date, credits may be included for that work. However, all work completed by current owner, even prior to this application must meet the *Secretary of the Interior's Standards for Rehabilitation* (<https://www.nps.gov/tps/standards/rehabilitation.htm>). Before and after photos of previous work for which you seek credits must be submitted in Segment 2 of your Part 2 application for QREs associated with this work to be considered.
  - **Start Date of Work:** Enter the date you began previous work included in QRE request—no earlier than one year prior to date of this application submittal in MM/DD/YYYY format.
  - **End Date of Work:** Enter date previous work was completed that will be included in QRE request in MM/DD/YYYY format.

**State Historic Tax Credit Program**  
**PA 343 of 2020**  
**Application Instructions**  
**June 1 ,2022**

- **Certification of Work:** Attestation & Owner Signature: Applicant must select ‘yes’ to attest this previous work within one year of the submission of this application.
- **Applicant Information:** The applicant must be the owners of the property. One person must be listed as the applicant. All owners must be listed in your application. One additional can be listed in the next two lines. If more than two, please submit in Segment 2 of this application. Please use legal names for all applicants.

If any type of business is the owner, one individual with the authority to sign legal documents can be listed as owner unless the business is a partnership. All corporations, LLCs, non-profits MUST list an Organization name. Single owners do not need to enter any information in the co-owner’s field. Residential owners must list any additional owners as listed on the deed.

Do not leave any portion of your mailing address blank.

List all social security numbers or the Tax Payer ID numbers for the owners. This information is required.

- **Project Contact:** The contact should be the individual you feel can best relay information on your project to the SHPO. Contact may be the owner, architect, contractor, developer, historic preservation consultant, etc. Do not leave any portion of your mailing address or contact information blank. If the Contact is also the owner, these fields can be left blank.
- **Application Certification:** Attestation & Owner Signature: Applicant must select ‘yes’ to attest this application is approved by the owner AND type their name in the field below the ‘yes.’ This attestation serves as your signature that all information submitted is correct to your knowledge. Additional owners should type their name in the field that follows.
- **Submit Application:** Once this segment of the application is complete, hit the submit button. An automated follow-up confirmation email will be sent upon receipt by SHPO.

Supplemental Materials (Required)

Once the SHPO has received and reviewed the information, the applicant will receive a second follow-up email detailing how to upload additional required information for this second segment of the Part 2 application. Applicant has 48 hours to upload all required information after receipt of this email to retain submission date and time stamp of initial application. Information may be uploaded after 48 hours, but if submitted after this time period, submission date will be changed from date of initial application to date of submission of this information, thus changing the place in line for review of this Part 2 application.

Applicant will receive a link to an exclusive Box folder (Box.com) in which to upload the following:

- **Description of work:** Provide a full description of existing conditions and all the “proposed work” for this project in pdf format.
- **Additional Description of Previous Work:** If QREs for previous work are being requested, upload full description in pdf format.

**State Historic Tax Credit Program**  
**PA 343 of 2020**  
**Application Instructions**  
**June 1, 2022**

- **Photos:** Upload current photos of all areas where work will take place. Historic photos of the property and work areas should also be included if available.
- **Photos of Previous Completed Work:** If approval of previous work is being requested, upload before and after photos of those work areas. These photos must be differentiated from the photos of areas where future work is proposed for clarity.
- **Map Key for Photos:** Provide map to clearly indicate location of each photo. This map is required.
- **Plans, Specifications and Drawings:** Upload any plans, specifications or drawings that detail your project. These can range from clear hand-drawings for simple projects to full construction documents for complete building rehabilitation. In either case, these items must be clear and complete so the SHPO reviewer can fully understand your project.
- **Product Information:** Submit product cut/spec sheets for all special products to be used in project. Information is required for any substitute materials proposed.
- **Property Appraisal:** If submitting an appraisal in place of an SEV verification form, upload appraisal by a Michigan Certified General Appraiser completed less than two years prior to this application with the building in generally the same condition as it currently exists.
- Any other pertinent information that should be considered in determining the project's ability to meet the *Secretary of the Interior's Standards for Rehabilitation* (<https://www.nps.gov/tps/standards/rehabilitation.htm>).
- **All file names must include a description of the document being submitted in the file name and CANNOT contain any punctuation or special characters. For example, "Photo 1 First Floor Lobby looking southeast."**

Fees

The second follow-up email will include the application fee owed and instructions on how to pay the fee through an ACH transaction. This payment method is an online, direct, and immediate financial institution to financial institution money transfer. **All fees must be paid through this system for an application to be complete.**

Applicant has 48 hours to pay all required fees after receipt of this email to retain submission date and time stamp of initial application. Fees may be paid after 48 hours, but if after this time period, submission date will be changed from date of initial application to date of submission of all fees, thus changing the place in line for review of this Part 2 application. Part 2 will **NOT** be reviewed until all fees are paid.



**Part 3 Application Instructions:**

**Part 3 Application is submitted when your project is complete.**

Part 3 applications will be submitted in two segments, both of which are required for the Part 3 application to be complete.

**Initial Application**

- **Resource Information:**
  - **Project Number:** Please enter project number as assigned by SHPO upon receipt of Part 1.
  - **Historic Name and Address:** Please enter name and address of property on which credits are being requested. For name, only use an official historic name. Do **NOT** assign or make one up. Do not leave any portion of the address blank.
  
- **Data on Rehabilitation Project:**
  - **Total Project Costs:** Please enter the total costs of your project. This figure includes all expenditures on the project, NOT just Qualified Rehabilitation Expenses (QRE's).
  - **Qualified Rehabilitation Expenses for this Project:** Please submit all QRE's for this project. **Please retain verification of these expenses as your QRE's are subject to State Audit.**
  - **Date of Part 2 Approval:** Please enter Part 2 approval date (not your time stamp date) in MM/DD/YYYY format.
  - **Date Rehabilitation Work Began:** Enter date work undertaken as part of the project submitted in Part 2 began in MM/DD/YYYY format.
  - **Date Rehabilitation Work Completed:** Enter date work undertaken as part of the project submitted in Part 2 was completed in MM/DD/YYYY format.
  - **Credit Assignment:** Completion of this segment is required for all applicants. If any portion of the tax credits earned are being assigned to qualified State of Michigan tax payers other than current owners, check 'yes.' If you are retaining all tax credits for your use, check 'no.' The Assignment form itself is **ONLY** required for those assigning credits. Download the form using the link in description paragraph, complete and upload using upload button. For more information on assigning tax credits, see PA 343 of 2020, Segment 7.
  
- **Applicant Information:** The applicant must be the owners of the property. One individual must be listed as the applicant. All owners must be listed in your application. One additional can be listed in the next two lines. If more than two, please submit in Segment 2. Please use legal names for all applicants.

If any type of business is the owner, one individual with the authority to sign legal documents can be listed as owner unless the business is a partnership. All corporations, LLCs, non-profits **MUST** list an Organization name. Single owners do not need to enter any information in the co-owner's field. Residential owners must list any additional owners as listed on the deed.

**State Historic Tax Credit Program**  
**PA 343 of 2020**  
**Application Instructions**  
**June 1 ,2022**

Do not leave any portion of your mailing address or contact information blank.

List all social security numbers or the Tax Payer ID numbers for the owners. This information is required.

- **Project Contact:** The contact should be the individual you feel can best relay information on your project to the SHPO. Contact may be the owner, architect, contractor, developer, historic preservation consultant, etc. Do not leave any portion of your mailing address or contact information blank. If the Contact is also the Applicant, these fields can be left blank.
  
- **Economic Data:** This segment is required for all applicants. A Part 3 Application cannot be approved until this information is submitted.
  - **Property Value Before Rehabilitation:** Enter value of property prior to commencement of project.
  - **Property Value After Rehabilitation:** Enter value of property after completion of project.
  - **Labor Hours Generated:** Enter the number of labor hours spent on this job. This includes contractors, sub-contractors, laborers, architects, engineers, interior designers, landscape architects etc., i.e., anyone who was paid. Include for entire project including non-QRE work.
  - **Sales Tax Generated by Project:** Enter all sales tax paid for work on this project. This includes all sales tax (state & local) paid for materials or services to complete this project whether QRE or non-QRE expenses.
  - **Income Tax Generated by Project:** Enter all income taxes paid (state & local) for work on this project. This includes income taxes paid by contractors, sub-contractors, laborers, architects, engineers, interior designers, landscape architects etc., i.e., anyone who was paid including non-QRE work.
  - **Anticipated Jobs Added:** Enter estimated number of employees hired for any commercial entity operating in portion of property affected by this project not previously operating at this location. Include for entire project including areas of non-QRE work. **For owner-occupied residential properties, enter '0' (zero).**
  - **Anticipated Payroll Added:** Enter estimated total annual payroll in dollars for employees hired for any commercial entity operating in the portion of property affected by this project not previously operating at this location. Include for entire project including areas of non-QRE work. **For owner-occupied residential properties, enter '0' (zero).**
  - **Anticipated Income Tax:** Enter anticipated annual income taxes at current tax rates (state & local) for any commercial entity operating in portion of property affected by this project not previously operating at this location. Include for entire project including areas of non-QRE work. **For owner-occupied residential properties, enter '0' (zero).**
  - **Anticipated Sales Tax:** Enter anticipated annual sales taxes at current tax rates (state & local) for all commercial entities operating in portion of property affected by this project not previously operating at this location. Include for entire project including areas of non-QRE work. **For office only commercial properties where all new entities make no sales and owner-occupied residential properties, enter '0' (zero).**

**State Historic Tax Credit Program**  
**PA 343 of 2020**  
**Application Instructions**  
**June 1, 2022**

- **Application Certification:** Attestation & Owner Signature: Applicant must select 'yes' to attest this application is approved by the owner AND type their name in the field below the 'yes.' This attestation serves as your signature that all information submitted is correct to your knowledge. Additional owners should type their name in the field that follows.
- **Submit Application:** Once this segment of the application is complete, hit the submit button. An automated follow-up confirmation email will be sent upon receipt by SHPO.

Supplemental Materials (Required)

Once the SHPO has received and reviewed the information, the applicant will receive a second follow-up email detailing how to upload additional required information for this second segment of the Part 3 application.

Applicant will receive a link to an exclusive Box folder (Box.com) in which to upload the following:

- **Photos:** Upload photos of completed work of all areas where work was undertaken. Include full facades, entire work areas and closeups to provide work details.
- **Map Key for Photos:** Provide map to clearly indicate location of each photo. This map is required.
- **Completion Documentation:** Submit an official document to demonstrate project is complete. This documentation can be a certificate of occupancy, final inspections or other official document demonstrating completion.
- **Tax Assignment/Reassignment Form(s):** If tax credits are being assigned, please download, complete and upload an individual form for each entity/individual to which any portion of the tax credits are to be assigned. Forms must be complete to be accepted.
- Any other pertinent information that should be considered in determining completed project has met the *Secretary of the Interior's Standards for Rehabilitation* (<https://www.nps.gov/tps/standards/rehabilitation.htm>).
- **All file names must include a description of the document being submitted in the file name and CANNOT contain any punctuation or special characters. For example, "Photo 1 First Floor Lobby looking southeast."**

Fees

The second follow-up email will include the application fee owed and instructions on how to pay the fee through an ACH transaction. This payment method is an online, direct, and immediate financial institution to financial institution money transfer. **All fees must be paid through this system for an application to be complete.**

**State Historic Tax Credit Program  
PA 343 of 2020  
Application Instructions  
June 1 ,2022**

**Amendment Application Instructions:**

**Amendment Applications must be submitted prior to undertaking any work that varies from the project information in an approved Part 2.**

Amendment applications will be submitted in two segments, both of which are required for the Amendment application to be complete.

**Initial Application**

- **Resource Information:**
  - **Project Number:** Please enter project number as assigned by SHPO upon receipt of Part 1.
  - **Historic Name and Address:** Please enter name and address of property on which credits are being requested. For name, only use an official historic name. Do **NOT** assign or make one up. Do not leave any portion of the address blank.
- **Applicant Information:** The applicant must be the owners of the property. One individual must be listed as the applicant. All owners must be listed in your application. One additional can be listed in the next two lines. If more than two, please submit in Segment 2. Please use legal names for all applicants.

If any type of business is the owner, one person with the authority to sign legal documents can be listed as owner unless the business is a partnership. All corporations, LLCs, non-profits **MUST** list an Organization name. Single owners do not need to enter any information in the co-owner's field. Residential owners must list any additional owners as listed on the deed.

Do not leave any portion of your mailing address or contact information blank.

List all social security numbers or the Tax Payer ID numbers for the owners. This information is required.

- **Project Contact:** The contact should be the individual you feel can best relay information on your project to the SHPO. Contact may be owner, architect, contractor, developer, historic preservation consultant, etc. Do not leave any portion of your mailing address or contact information blank. If the Contact is also the Applicant, these fields can be left blank.
- **Application Certification:** Attestation & Owner Signature: Applicant must select 'yes' to attest this application is approved by the owner AND type their name in the field below the 'yes.' This attestation serves as your signature that all information submitted is correct to your knowledge. Additional owners should type their name in the field that follows.
- **Submit Application:** Once this segment of the application is complete, hit the submit button. An automated follow-up confirmation email will be sent upon receipt by SHPO.

**State Historic Tax Credit Program**  
**PA 343 of 2020**  
**Application Instructions**  
**June 1 ,2022**

Supplemental Materials (Required)

Once the SHPO has received and reviewed the information, the applicant will receive a second follow-up email detailing how to upload additional required information for this second segment of the Amendment application.

Applicant will receive a link to an exclusive Box folder (Box.com) in which to upload the following:

- **Description of Proposed Changes:** Provide a full description of the changes to work proposed in Part 2 for this project in pdf format.
- **Photos:** Upload current photos of all areas where proposed changes will take place. If historic photos of these areas were not submitted in Part 2, please submit historic photos as well.
- **Map Key for Photos:** Provide map to clearly indicate location of each photo. This map is required.
- **Plans, Specifications and Drawings:** Upload any plans, specifications or drawings that detail your proposed. These can range from clear hand-drawings for simple projects to full construction documents for complete building rehabilitation. In either case, these items must be clear and complete so SHPO reviewer can fully understand your project.
- **Product Information:** Submit product cut/spec sheets for all special products to be used in proposed work. Information is required for any substitute materials proposed.
- Any other pertinent information that should be considered in determining proposed changes' ability to meet the *Secretary of the Interior's Standards for Rehabilitation* (<https://www.nps.gov/tps/standards/rehabilitation.htm>).
- **All file names must include a description of the document being submitted in the file name and CANNOT contain any punctuation or special characters. For example, "Photo 1 First Floor Lobby looking southeast."**