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.
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.
20% Homeowner Tax Credit Program

- The Homeowner Credit will cover 20% of Qualified Rehabilitation Expenditures (QREs) 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 adjusted gross 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 on the State and National Registers of Historic Places ...(Individually or in Historic Districts) &

Located in a Qualifying Census Tracts
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**
• Your application must be preapproved by division staff before the work begins – no retroactive projects.

• You must pay the associated fees unless exempt.

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 program’s 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
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
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
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.
In addition to retaining intact interior features - stairways, fireplaces, molding, plaster, etc. – historic floorplans should additionally be retained.
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.
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.
Provided that the house is your primary residence, you can still apply for the Homeowner Credit. There are some rules and calculations to consider…
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 qualifying 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!**
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 Tract.
- 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. (This is called The Substantial Rehabilitation Test.)
- Your project is additionally reviewed by our partners at the National Park Service.
Is it Possible to Apply for the Homeowner & the Commercial Credit?

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.parks.ny.gov/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 are processing fees involved if your income is above $60,000.
Description of Rehabilitation

Provide a narrative description of the existing condition, the work that you are proposing, and an estimated project cost.

<table>
<thead>
<tr>
<th>Work Proposed</th>
<th>Existing Condition</th>
<th>Proposed</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Roofing</td>
<td>Worn out and presently leaking asphalt shingle roof.</td>
<td>Asphalt shingle roof, tear off and replacing with an asphalt shingle roof. Install ice shield with closed cut valleys.</td>
<td>$14,000</td>
</tr>
<tr>
<td>2. Chimney</td>
<td>Loose mortar; old mortar</td>
<td>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.</td>
<td>$1,000.</td>
</tr>
<tr>
<td>3. Painting</td>
<td>Paint is chipped in many areas of the exterior of house, especially in rear.</td>
<td>Paint complete exterior of house - front, sides and rear; upper &amp; lower; possible replacement of wood around rear window.</td>
<td>$4,000.</td>
</tr>
<tr>
<td>4. Dry wall &amp; paint</td>
<td>Water damage in walk-in closet, Water damage in ceiling corner of dining room.</td>
<td>Dry wall and paint closet. Dry wall and paint ceiling corner of dining room.</td>
<td>$1,000.</td>
</tr>
</tbody>
</table>
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 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 a photo key 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.
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 form with photographs of your completed project.
- Record the cost of each project.
- Remember to pay the Part 3 fee 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