



Ohio

**Ohio Historic Preservation Tax Credit
Pipeline Pilot Initiative Application**

Application Instructions and Initiative Requirements

The primary goal of the Pipeline Pilot Initiative is to develop a pipeline of properties that are eligible for redevelopment assistance through the Ohio Historic Preservation Tax Credit program. Funding will be prioritized for projects that create the greatest potential for buildings, districts and areas to be redeveloped with commercial and multi-family housing uses. Four project types, as defined on page 6, will be eligible for grant funding.

This worksheet will provide guidance on what information and documentation are required for an application to the Ohio Historic Preservation Tax Credit Pipeline Pilot Initiative. Please read all instructions carefully before compiling your application.

- Prior to submitting an application, all applicants are required to discuss their project with both the Ohio Development Services Agency's Office of Redevelopment and the Ohio Historic Preservation Office.

Office of Redevelopment (614) 995-2292 or historic@development.ohio.gov

Ohio Historic Preservation Office (614) 298-2000 or ohpo@ohiohistory.org

- Applications will be accepted on an open cycle as long as funding is available in the current state of Ohio fiscal year.
- Applications may be submitted by an individual, business, nonprofit or governmental entity. Nonprofit entities must be recognized as tax exempt by the Internal Revenue Service or state of Ohio charter.
- Applications must include a building, district or area with potential for redevelopment incorporating a commercial or conventional multi-family housing use. Buildings, districts, or areas dominated by single-family residential uses will not be considered for funding.
- Complete the application as a PDF form and print out for submission with original signature by the authorized representative of the applicant, along with the required documentation.
- You may submit application forms via U.S. mail, delivery service or in person to:

Ohio Development Services Agency, Office of Redevelopment
77 South High Street, 26th Floor, Columbus, Ohio, 43215

- You may submit the National Register Preliminary Questionnaires via U.S. mail, delivery service or in person to:

Ohio Historic Preservation Office, Ohio Historical Society
800 East 17th Avenue, Columbus, Ohio, 43211

Funding Determinations

- Complete applications will be funded on a first-come, first-served basis, based on funding availability. If awarded, applicants will be reimbursed following project completion.
- In an effort to reach a greater number of communities with this initiative, only one application from a jurisdiction (municipality or township) will be funded in any two consecutive quarters.
- If an application is not approved because of funding availability or jurisdictional location, it will be retained for a period of six months in the event that funding becomes available. If an application is not approved for other reasons, it will not be retained for future consideration.
- The Ohio Development Services Agency reserves the right to not approve any application judged not to have sufficient commercial or multi-family housing redevelopment potential.



1. Authorized Representative Declaration Form

I hereby attest that the information I have provided is, to the best of my knowledge, correct. I understand that falsification of representations in this application may subject the applicant to criminal sanctions including fines and/or imprisonment pursuant to O.R.C. 2921.77 and make the applicant ineligible for future state assistance pursuant to O.R.C. 9.66.

Authorized Representative's Signature:

_____ Date: _____
(Original Signature only)

Authorized Representative's Name and Title: _____

2. AUTHORIZATION TO RELEASE TAX INFORMATION

I, _____, (printed name of taxpayer) hereby authorize the Ohio Department of Taxation and any of its agents and/or employees to release my tax records to the Ohio Development Services Agency, JobsOhio, Ohio Venture Capital Authority, Ohio Housing Finance Agency, Ohio Rail Development Commission, Ohio Air Quality Development Authority, Ohio Secretary of State, and Central Ohio Workforce Investment Corporation. These records shall be limited to information obtained and maintained by the Ohio Department of Taxation and shall not contain any federal tax information as defined in I.R.C. 6103 and received from the Internal Revenue Service. I understand that these records may be used by the above-referenced organizations to ensure my taxpayer compliance with all Ohio tax laws, and to verify the information reported to the above-referenced organizations for various purposes relating to evaluation of potential tax credits, grant awards, or loan issuances. I expressly waive the confidentiality provisions of the Ohio Revised Code which would otherwise prohibit disclosure, and agree to hold the above-referenced organizations harmless with respect to the limited disclosure herein. Except as authorized by this waiver, the above-referenced organizations must maintain the confidentiality of the information received pursuant to O.R.C. 1347.15(H) and/or other governing law with respect to this waiver. Further, the information is not subject to public inspection pursuant to O.R.C. 149.43(A)(1)(v) and shall not otherwise be re-disclosed. For purposes of this waiver, JobsOhio is contractually and statutorily bound to Ohio Development Services Agency confidentiality requirements.

This is a standardized form, and may not be altered in any way. Rewritten or altered versions of this form will not be accepted. Only in instances in which the organizations have a legitimate business purpose for reviewing this information, will taxpayer information be shared with the following: : Ohio Development Services Agency, JobsOhio, Ohio Venture Capital Authority, Ohio Housing Finance Agency, Ohio Rail Development Commission, Ohio Air Quality Development Authority, Ohio Secretary of State, and Central Ohio Workforce Investment Corporation.

I certify under penalties of perjury that I am the taxpayer identified below or an agent authorized to certify on its behalf.

Company Name: _____

Name & Title of Agent (printed): _____

Signature of Authorized Agent: _____

Date: _____ Company Telephone Number: _____

Company Address: _____

REQUIRED INFORMATION: MUST BE COMPLETED
Ohio Employer Withholding Account Number: _____
Federal Employer Identification Number: _____
Social Security Number (if applicant is an individual): _____

OTHER INFORMATION
Ohio Charter Number: _____
Ohio Franchise Tax Identification Number: _____
Commercial Activity Tax Account Number: _____
Ohio Vendor's License Number: _____
Ohio Consumer's Use Tax Account Number: _____
Ohio Direct Pay Permit Number: _____

3. Project Information Summary

PROJECT INFORMATION

Name of Project: _____

Address: _____

City: _____, Ohio Zip: _____

County: _____

FINANCIAL INFORMATION

Total Project Cost: _____

Grant Dollars Requested: _____

PROJECT CONTACT INFORMATION

Contact Name and Title: _____

Organization: _____

Mailing Address: _____

Telephone: _____ Email: _____

BUILDING OWNER INFORMATION (Type A and C projects, as defined on page 6)

Owner Name and Title: _____

Organization: _____

Mailing Address: _____

Telephone: _____ Email: _____



4. Project Type

Type of Project

- A) National Register Nomination for an Individual Building
- B) National Register Nomination for a Historic District
- C) National Register Integrity Investigation of an Individual Building
- D) Multiple Property Planning for an Area

Eligible Project Types

Type A) National Register Nomination for Individual Building (up to \$4,000)

Eligible Activities: Research and consulting to complete forms to nominate an individual building to the National Register of Historic Places.

Eligibility: Requires support of building owner. Building must not have already been included in an application to the Ohio Historic Preservation Tax Credit program.

Type B) National Register Nomination for a Historic District (up to \$8,000)

Eligible Activities: Research and consulting to complete forms to nominate or amend historic district to the National Register of Historic Places.

Eligibility: Requires support of majority of building owners. Requires approval of local jurisdiction (municipality or township).

Type C) National Register Integrity Investigation of an Individual Building (up to \$8,000)

Eligible Activities: Brick and mortar activities to the exterior of a building to reveal intact historic materials. Activities can include removal of non-historic alterations (e.g. non-historic facades) and weatherization necessary as a result of the work, but not installation of materials that attempt to recreate a historic appearance. All proposed work will be reviewed and must meet the U.S. Secretary of Interiors Standards for Rehabilitation.

Eligibility: Requires approval of building owner. Building must not have already been included in an application to the Ohio Historic Preservation Tax Credit program.

Type D) Multiple Property Planning for an Area (up to \$8,000)

Eligible Activities: Research and consulting to complete National Register of Historic Places Multiple Property Documentation forms to facilitate nomination of buildings in a specified area for listing on the National Register.

Eligibility: Requires a recommendation to pursue the project from the Ohio Historic Preservation Office. Requires support of local jurisdiction (municipality or township).

5. National Register Preliminary Questionnaire

The National Register Preliminary Questionnaire is used by the Ohio Historic Preservation Office to obtain information to assess whether a property is likely to qualify for nomination to the National Register. The Pipeline Pilot Initiative requires applicants to submit a National Register Preliminary Questionnaire for most project types.

For Type A and B projects, questionnaires may be submitted concurrently with this application. For Type C and D projects, questionnaires must have received a recommendation from the Ohio Historic Preservation Office before this application may be submitted.

Status of Preliminary Questionnaire

- Questionnaire submitted concurrently with this application
 Questionnaire submitted and a recommendation has not been issued
 Questionnaire submitted and a recommendation has been issued

Questionnaire Requirements for Project Types

Type A) National Register Nomination for Individual Building

Questionnaire must demonstrate that property qualifies for nomination in the National Register.

Type B) National Register Nomination for a Historic District

Questionnaire must demonstrate that proposed historic district qualifies for nomination in the National Register.

Type C) National Register Integrity Investigation of an Individual Building

Questionnaire must state that the current appearance of the exterior of a building prevents the property for individual nomination in the National Register. A questionnaire is not required for properties listed in National Register Historic Districts. For these properties, provide a statement from the Ohio Historic Preservation Office that the building is a non-contributing building in the historic district, provide photographs showing the current appearance of the building and documentation of the historic appearance of the building (e.g. historic photographs).

Type D) Multiple Property Planning for an Area

Questionnaire must demonstrate that properties qualify for nomination to the National Register and that a Multiple Property Documentation form would be a recommended tool for assisting in the nomination of buildings in a specified area.

DOCUMENTATION REQUIRED

Provide a copy of the National Register Preliminary Questionnaire. If a recommendation has already been received, provide a copy of the recommendation letter received from the Ohio Historic Preservation Office.

6. Project Budget

Project Budget: Provide a basic budget for the project showing both sources and uses of funds. In addition to anticipated Pipeline Pilot Initiative grant funds, please identify by name any other funding sources committed or anticipated at the time of application. Provide vendor estimates, if available at the time of application, to document all proposed uses. No in-house expenses may be supported by grant funds; only third-party invoices will be reimbursed.

DOCUMENTATION REQUIRED

Provide a copy of the project budget meeting the guidance above. If available, also include a copy of vendor estimates or bid documents.

7. Property Owners and Jurisdiction Support

Property Owners Support (Type A and C projects): If the applicant is not the owner of the building, provide a letter from the property owner supporting both this application and the project. The letter should specifically mention the scope of the project (e.g. nomination of a building to the National Register or brick and mortar work to reveal historic materials).

Property Owners Majority Support (Type B projects): All historic district projects require the support of a majority of property owners. The majority will be measured against the number of property owners, not the number of properties.

Provide a list of all property owners in the district and a signed letter from each supporting property owner. The letters should include the addresses of the properties owned and specifically mention the scope of the project (e.g. nomination of a district including owned properties to the National Register).

Jurisdiction Support (Type B and D projects): All historic district and multiple property planning projects require a letter of support from the local jurisdiction (municipality or township) in which the properties included in the project are located. The letter should be signed by the chief elected local official (e.g. mayor, elected city manager, township trustee, etc.) and specifically mention the scope of the project (e.g. nomination of a district to the National Register or preparation of Multiple Property Documentation forms).

DOCUMENTATION REQUIRED

Provide required property owner or jurisdiction support documentation as required by the above guidance for the project type proposed in this application.

8. Project Description Narrative

Project Description: Provide a short description of the project proposed to be undertaken with the Pipeline Pilot Initiative funding. Include information about how the project was initiated, goals of the project, all project partners and the role of each partner in the project. This narrative should not include information about the redevelopment potential of the property or properties as this will be requested on page 10.

The project description should include a work schedule identifying major timelines for completing the project. Projects are expected to be initiated within 60 days of approval and to be completed within one year of approval.

Type A, B and D projects: Include a work schedule with anticipated submission date of nomination to the Ohio Historic Preservation Office.

Type C projects: Explain how it has been determined that historic materials and features remain and attach detailed specifications for removal of non-historic materials. All proposed work will be reviewed and must meet the U.S. Secretary of Interiors Standards for Rehabilitation.



9. Redevelopment Potential Narrative

The primary goal of the Pipeline Pilot Initiative is to develop a pipeline of properties that are eligible for redevelopment assistance through the Ohio Historic Preservation Tax Credit program. Funding will be prioritized for projects that create the greatest potential for buildings, districts and areas to be redeveloped with commercial and multi-family housing uses.

Redevelopment Potential: Provide a narrative explaining why the property or properties have potential for commercial or multi-family housing redevelopment using the Ohio Historic Preservation Tax Credit program. Include information about local planning or redevelopment efforts; existing zoning; development trends; developer or investor interest; or the physical condition, structure and location of the property or properties that demonstrates potential for redevelopment investment. Also include information on why these conditions are not expected to change during the duration of the project.

Redevelopment Potential Narrative (continued)

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