



Ohio

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

Application Instructions and Initiative Requirements

The primary goal of the Pipeline 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 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 Strategic Business Investments and the State Historic Preservation Office.

Office of Strategic Business Investments (614) 466-4551 or historic@development.ohio.gov

State Historic Preservation Office (614) 298-2000 or shpo@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.
- Applicants are encouraged to submit applications prior to preparation of National Register nomination documents; however, applications may be accepted through receipt of first draft substantive review comments from the State Historic Preservation Office.
- You may submit application forms via U.S. mail, delivery service or in person to:
Ohio Development Services Agency, Office of Strategic Business Investments
77 South High Street, 28th Floor, Columbus, Ohio 43215
- You may submit the National Register Preliminary Questionnaires via U.S. mail, delivery service or in person to:
State Historic Preservation Office, Ohio History Connection
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.
- The Ohio Development Services Agency reserves the right to not approve any application judged not to fit the intent of the Pipeline Initiative and/or 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: _____

3. Project Information Summary

PROJECT INFORMATION

Name of Project: _____

Address: _____

City: _____, Ohio Zip: _____

County: _____

FINANCIAL INFORMATION

Total Project Cost: _____

Grant Dollars Requested: _____

APPLICANT INFORMATION

Organization: _____

FEIN: _____ SSN: _____

Ohio Secretary of State Charter Number: _____

Ohio Employer Withholding Account Number: _____

Representative Name and Title: _____

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. County courthouses may be the subject of a Type A application if National Register designation will encourage redevelopment of historic buildings in close proximity.

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 \$12,000)

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 building owners and local jurisdiction (municipality or township).

Type C) National Register Integrity Investigation of an Individual Building (up to \$12,000)

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. Requests for awards larger than \$12,000 will be considered for projects with significant economic development potential.

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 State 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 State Historic Preservation Office to obtain information to assess whether a property is likely to qualify for nomination to the National Register. The Pipeline 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 State 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 State 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 State Historic Preservation Office.



6. Project Budget

Project Budget: Provide a basic budget for the Pipeline Initiative project showing both sources and uses of funds. In addition to anticipated Pipeline 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. Building Owners and Jurisdiction Support

Building Owners Support (Type A and C projects): If the applicant is not the owner of the building, provide a letter from the building 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).

Building Owners Support (Type B projects): All historic district projects require demonstration of support from building owners. This can be demonstrated through written support from an organization that represents building owners within the proposed district (e.g. business district association, special improvement district, Main Street organization, etc.) or written support from a majority of building owners in the district.

If individual building owner letters are submitted, the majority will be measured against the number of building owners, not the number of properties. The letters should include the addresses of the buildings owned and specifically mention the scope of the project (e.g. nomination of a district including owned properties to the National Register). Also provide a list of all building owners in the district.

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 a Multiple Property Documentation form).

DOCUMENTATION REQUIRED

Provide required building 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 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 a potential rehabilitation project and/or 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 time lines 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 State 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 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 building or buildings 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. If the project is an individual nomination of a county courthouse to the National Register, explain how designation of the building will lead to redevelopment of historic buildings in close proximity to the courthouse.

Redevelopment Potential Narrative (continued)

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