



Historic Preservation Tax Incentives Program

Technical Preservation Services
National Park Service

February 28, 2008

Dear Colleagues,

This year, we are inaugurating a bimonthly letter from the Historic Preservation Tax Incentives Program Manager to replace the newsletter that we published for many years. We will cover the same topics and keep you up-to-date on what is happening here in Washington.

Administrative notes

We have several requests from the front office – Elizabeth Adams and Likisha Garner – to help move projects swiftly through logging and on to the reviewers.

- Please remember to make a copy of the cover sheet of each part of the application.
- Please put credit cards payment forms on top of applications so that they will be easy to find.
- Please discourage applicants from submitting handwritten applications.

Fee questions and project status checks should be directed to Elizabeth at (202) 354-2055 to Likisha at (202) 354-2058.

We also ask that you ensure that application cover sheets are complete and signed, and that they are identical to the official forms. The NPS signature line and the wording below it must not be cut off the bottom of the page.

The quality of digital photographs submitted with applications does not seem to be keeping pace with the overall quality available from digital photography. Digital photographs must be taken at a high resolution, printed on photographic, not photocopy, paper, and printed at least 4" x 6" in size. Digital photographs must be printed for submission; disks of photographs are not accepted. **The best photographic documentation for certification applications is conventional 35mm color photographs at least 4" x 6" in size.** Guidance for photographs for certification applications is attached in a format that you can distribute to applicants.

Finally, we are no longer able to provide the red project application folders.

New reviewer training

For the past decade, we have offered training for new SHPO tax program reviewers and organized the larger NPS/SHPO workshop in alternating years. Last summer we all met in Milwaukee, and this year we will offer training for new SHPO reviewers at our office in Washington DC. We are exploring possible dates in September and will let you know specific details as soon as possible. Please let your NPS reviewer know if your office has or is expecting to hire new staff who would like to participate in this training. As in the past, NPS will assist with travel and lodging costs for the training.

New publications

If you have not looked at the Interpreting the Standards Bulletins recently, you may have missed some new additions to the series. The most recent six titles are:

46. Modifying Historic Interior Railings to Meet Building Code
47. Rooftop Additions on Mid-Size Historic Buildings
48. Replacement of Missing or Altered Storefronts
49. Designing Compatible Replacement Storefronts
50. Reusing Special Use Structures
51. Installing New Systems in Historic Buildings

New web materials

A search-by-topic web site map now leads users to all materials on the Historic Rehabilitation Tax Credit Program and technical information about the treatment of historic materials and buildings material on the NPS web site. The site map can be accessed from www.nps.gov/history/hps/tps/tax/index.htm and www.nps.gov/history/hps/tps/index.htm.

The guidance materials distributed in December 2007 are available on a web page titled "Planning Successful Rehabilitation Projects," at www.nps.gov/history/hps/tps/tax/guidance.htm. They include:

- ***Guidance on interpreting and applying the Secretary of the Interior's Standards***
 - **Interpreting and Applying the Secretary of the Interior's Standards in the Historic Preservation Tax Incentives Program**
 - **Windows**
 - Evaluating Historic Windows for Repair or Replacement
 - Replacement Windows that Meet the Standards
 - Documentation Requirements for Proposed Window Replacements
 - **Interior Treatments**
 - Identifying Primary and Secondary Interior Spaces in Historic Buildings
 - Changing Secondary Interior Spaces in Historic Buildings
 - Subdividing Assembly Spaces in Historic Buildings
 - Retaining Corridors and Other Circulation Spaces in Historic Buildings
 - **New additions and related new construction**
 - New Additions to Historic Buildings
 - New Construction within the Boundaries of Historic Properties
 - **Modern requirements and new technologies and materials**
 - Codes and Regulatory Requirements for Rehabilitating Historic Buildings
 - Energy Efficiency, Sustainability, and Green Building Practices in Historic Buildings
 - Evaluating Substitute Materials in Historic Buildings
- ***Guidance on very large, functionally-related, multiple-building complexes***
 - Very Large and Diverse Historic Properties Listed in the National Register as Historic Districts
 - Functionally Related Structures - General Criteria

Guidance developed in the future will be posted on the web site. We also will be working on making additional materials from the Rehabilitation Certification Handbook available online.

Outreach

Technical Preservation Services staff are making presentations about the tax incentives program at numerous national meetings :

- Historic Tax Credit Developers Conference, sponsored by Nixon Peabody & Reznick Group (February)
- National Housing and Rehabilitation Association Annual Meeting (March)
- Traditional Building Conference (March)
- AIA Historic Resource Committee New England Meeting (March)
- National Conference of State Historic Preservation Officers Annual Meeting (March)
- Tax Credit Field Session at the National Trust conference (October)

At the request of those attending the 2007 NPS/SHPO workshop in Milwaukee, we are working on a series of powerpoint presentations on common rehabilitation concerns that will be available for your use in your own outreach and training activities. These should be available late in 2008.

IRS update

The Pension Protection Act of 2006 included some provisions relating to the donation of easements on buildings contributing to historic districts. Colleen Gallagher, IRS program lead for the Historic Preservation Tax Incentives, prepared a brief statement of the changes, which is attached. You may want to forward this to individuals and organizations who promote the use of easements.

As you may know, the position of Chief of the Technical Preservation Services Branch has been filled on an rotating, acting basis since the departure of former chief Sharon Park in May 2007. Antonio Aguilar was the first acting chief, and I have been the second. On March 5, I will pass the baton to Jo Ellen Hensley, who will be the acting branch chief for the next four months. We all are committed to providing a high level of service to you and to program users.

– Becky

Rebecca A. Shiffer
Acting Chief, Technical Preservation Services
National Park Service