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CHECKLIST FOR WRITING A FEDERAL HISTORIC TAX CREDIT (HTC) PROPOSAL

☐ DETERMINE ELIGIBILITY

- Is the building listed on or eligible for the National Register of Historic Places?
 - [National Register Database](#)
 - [How to List a Property](#)

☐ UNDERSTAND THE STANDARDS

- Review the [Secretary of the Interior's Standards for Rehabilitation](#)
- Familiarize yourself with common dos and don'ts for rehabilitation

☐ START EARLY WITH YOUR SHPO

- Contact your State Historic Preservation Office (SHPO) early in the project
 - [List of SHPO Contacts](#)

☐ PREPARE THE NPS APPLICATION

- Electronic submission of the [Historic Preservation Certification Application](#) (3 Parts)
- Carefully document the scope of work and proposed rehabilitation
- Separate [Qualified Rehabilitation Expenses](#) (QREs) from non-eligible costs

☐ ORGANIZE VISUAL DOCUMENTATION

- Take clear, labeled *before* photos (interior and exterior)
- Include drawings, historic photos, site maps, and any architectural renderings – [Guidelines](#)

☐ CONFIRM FINANCIAL PLANNING

- Work with a CPA or tax credit consultant familiar with the HTC program
- Clarify how credits will be used or syndicated

☐ SUPPLEMENT WITH STATE CREDITS (IF APPLICABLE)

- Explore state historic tax credit and grant programs in your area

☐ LEARN FROM OTHERS

- Review successful tax credit projects for inspiration
 - [National Trust for Historic Preservation – Success Stories](#)
 - [NPS HTC Project Gallery](#)