



MILLS GROUP

ARCHITECTURE ■ PLANNING ■ PRESERVATION

HISTORIC BUILDING REHABILITATION

**HISTORIC TAX CREDIT
INTERACTIVE ROADMAP**



MILLS GROUP

CAN HELP DIRECT
YOUR HISTORIC
BUILDING
REHABILITATION BY
FOLLOWING ALONG
WITH OUR
**INTERACTIVE
ROADMAP**



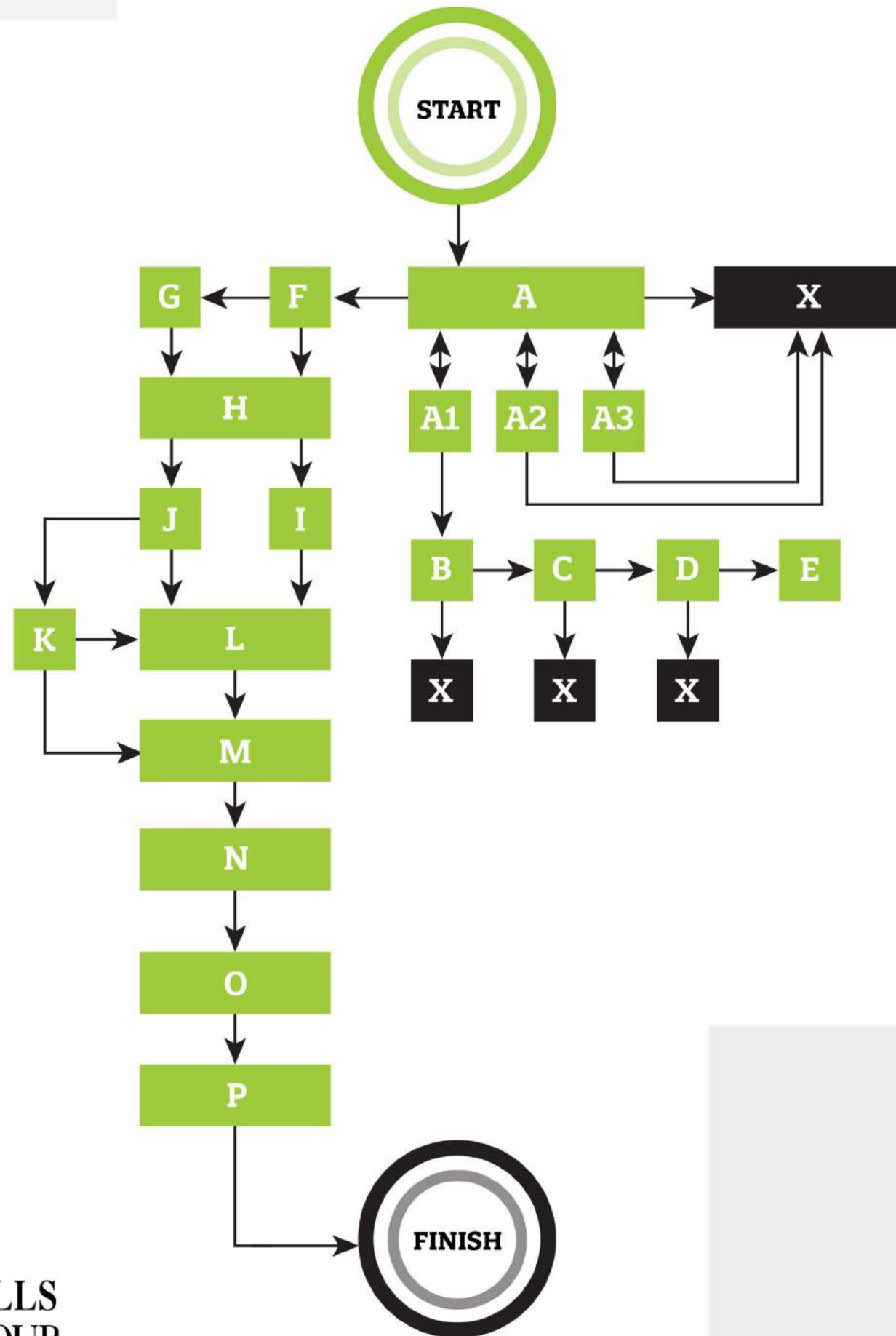
HOME PAGE

This interactive roadmap will walk you through the historic tax credit process in an easy to follow, step-by-step format. If at any time you wish to go back or return to a previous step, just click the Mills Group logo in the lower left corner of the page you're on.

CONTINUE



HISTORIC TAX CREDIT ROADMAP



A . DOES YOUR PROJECT MEET THE CRITERIA?

- A1 . LISTING ON THE NATIONAL REGISTER
- A2 . REHABILITATION TEST
- A3 . SECRETARY OF INTERIOR STANDARDS

B . CONSTRUCTION PRIOR TO 1936

C . RESIDENTIAL / COMMERCIAL

D . MEETING OTHER CRITERIA

E . ELIGIBILITY FOR FEDERAL TAX CREDIT

F . DESIGN REVIEW COMMITTEE

G . MUNICIPAL AGENCIES

H . INCOME / NON-INCOME

I . STATE TAX CREDIT (NON-INCOME)

J . FEDERAL & STATE TAX CREDIT (INCOME)

K . INDIVIDUALLY LISTED / CONTRIBUTOR

L . SUBMIT PART I OF APPLICATION

M . EXISTING CONDITIONS & COST

N . SUBMIT PART II OF APPLICATION

O . CD'S, BIDS, CA

P . SUBMIT PART III OF APPLICATION

X . CONTACT MILLS GROUP

LET'S START

1

Is the project listed on the National Register of Historic Places, either individually or as a contributor to a historic district?



CONFIRM
HERE

2

Does the project meet the standard rehabilitation test?



CONFIRM
HERE

3

Does the proposed work meet the Secretary of the Interior's Standards for Rehabilitation?



CONFIRM
HERE

**YOUR PROJECT
WILL NEED TO
MEET ALL OF
THE CRITERIA
TO THE LEFT
BEFORE
PROCEEDING.**



1

Is the project listed on the National Register of Historic Places, either individually or as a contributor to a historic district?



2

Does the project meet the standard rehabilitation test?



3

Does the proposed work meet the Secretary of the Interior's Standards for Rehabilitation?



**YOUR PROJECT
WILL NEED TO
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THE CRITERIA
TO THE LEFT
BEFORE
PROCEEDING.**



1

Is the project listed on the National Register of Historic Places, either individually or as a contributor to a historic district?



2

Does the project meet the standard rehabilitation test?



3

Does the proposed work meet the Secretary of the Interior's Standards for Rehabilitation?



**YOUR PROJECT
WILL NEED TO
MEET ALL OF
THE CRITERIA
TO THE LEFT
BEFORE
PROCEEDING.**



1

Is the project listed on the National Register of Historic Places, either individually or as a contributor to a historic district?



2

Does the project meet the standard rehabilitation test?



3

Does the proposed work meet the Secretary of the Interior's Standards for Rehabilitation?



**YOUR PROJECT
MEETS ALL OF
THE CRITERIA.**

CONTINUE



**UNFORTUNATELY,
YOUR PROJECT
MAY NOT BE
ELIGIBLE TO
RECEIVE
HISTORIC TAX
CREDITS.**

**WE CAN HELP
YOU EXPLORE
OTHER
OPTIONS.**



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WWW.MILLSGROUPONLINE.COM

**THE WEISS
BUILDING**

63 Wharf Street
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tel 304.296.1010
fax 304.413.0120

**THE KALEY
CENTER**

53 14th Street
Suite 607
Wheeling, WV 26003
tel 304.233.0048
fax 304.233.7564

A1

To find out if your project is on the Register of Historic Places, **click the link to the right**



IS YOUR PROJECT ON THE LIST?

IF SO, CLICK YES TO RETURN AND CHECK THE OTHER CRITERIA

YES

NO

A2

For more information regarding standard rehabilitation tests, [click the links to the right.](#)



STATE

The cost of the rehabilitation project must be greater than 20% of the assessed pre-rehabilitation value of the building, not including land value.



FEDERAL

The cost of the rehabilitation project must be greater than the assessed pre-rehabilitation value of the building, not including land value.



DOES YOUR PROJECT MEET THE TEST?

IF SO, CLICK YES TO RETURN AND CHECK THE OTHER CRITERIA

YES

NO

A3

To find out if your project meets the Secretary of the Interior's Standards for Rehabilitation, [click the link to the right.](#)



DOES YOUR PROJECT REACH STANDARDS?

IF SO, CLICK YES TO RETURN AND CHECK THE OTHER CRITERIA



**WAS YOUR
PROJECT
CONSTRUCTED
PRIOR TO
1936?**

YES

NO



IS THE PROJECT SITE **RESIDENTIAL** OR **COMMERCIAL**?

RESIDENTIAL

COMMERCIAL



DOES YOUR PROJECT MEET CRITERIA A2 & A3?

(REHABILITATION TEST &
SECRETARY OF INTERIOR STANDARDS)

YES

NO

**YOUR PROJECT
MAY STILL BE
ELIGIBLE FOR A
10% HISTORIC
TAX CREDIT.**

**CONTACT US
FOR MORE
INFORMATION.**



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**IS THE PROJECT
LOCATED IN A HISTORIC
DISTRICT REGULATED
BY A DESIGN REVIEW
COMMITTEE?**

YES

NO



**DISCUSS ANY
PROPOSED
WORK WITH
MUNICIPAL
AGENCIES
BEFORE MOVING
FORWARD.**

CONTINUE



**IS THE PROJECT
SITE USED AS A
RESIDENTIAL OR
COMMERCIAL
PROPERTY?**

RESIDENTIAL

COMMERCIAL



**IS THE PROJECT
SITE USED AS A
RESIDENTIAL OR
COMMERCIAL
PROPERTY?**

RESIDENTIAL

COMMERCIAL



**YOUR PROJECT IS
ELIGIBLE FOR A
20% STATE
HISTORIC TAX
CREDIT.**

**NOW LET'S WALK THROUGH
THE STEPS INVOLVED.**

CONTINUE



**YOUR PROJECT IS
ELIGIBLE FOR A
20% FEDERAL
HISTORIC TAX
CREDIT AS WELL
AS A 10% STATE
HISTORIC TAX
CREDIT.**

**WHICH STEPS WOULD YOU
LIKE TO REVIEW?**

FEDERAL

STATE

(YOU CAN RETURN LATER)



**IS THE PROJECT LISTED
INDIVIDUALLY OR AS A
CONTRIBUTOR TO A
HISTORIC DISTRICT?**

INDIVIDUAL

CONTRIBUTOR



**CONDUCT
HISTORIC
RESEARCH**



**CONTACT
SHPO**

[LINK](#)



**FILE PART I
OF THE
APPLICATION**

***CLICK HERE TO HAVE MILLS
GROUP HELP WITH THESE STEPS**

CONTINUE



**CONDUCT
HISTORIC
RESEARCH**



**CONTACT
SHPO**

[LINK](#)



**FILE PART I
OF THE
APPLICATION**

***CLICK HERE TO HAVE MILLS
GROUP HELP WITH THESE STEPS**

CONTINUE



**CONDUCT
HISTORIC
RESEARCH**



**CONTACT
SHPO**

[LINK](#)



**FILE PART I
OF THE
APPLICATION**

***CLICK HERE TO HAVE MILLS
GROUP HELP WITH THESE STEPS**

CONTINUE



EXISTING CONDITIONS ANALYSIS

CONDUCT ENVIRONMENTAL TESTING
MASTER PLAN
CONCEPTUAL DESIGN
SCHEMATIC DESIGN



ESTIMATE COSTS

ARCHITECT
STRUCTURAL ENGINEERS
SITE/CIVIL ENGINEERS
MEP ENGINEERS
LANDSCAPE ARCHITECT
INTERIOR DESIGNERS

***CLICK HERE TO HAVE MILLS
GROUP HELP WITH THESE STEPS**

CONTINUE



EXISTING CONDITIONS ANALYSIS

CONDUCT ENVIRONMENTAL TESTING
MASTER PLAN
CONCEPTUAL DESIGN
SCHEMATIC DESIGN



ESTIMATE COSTS

ARCHITECT
STRUCTURAL ENGINEERS
SITE/CIVIL ENGINEERS
MEP ENGINEERS
LANDSCAPE ARCHITECT
INTERIOR DESIGNERS

***CLICK HERE TO HAVE MILLS
GROUP HELP WITH THESE STEPS**

CONTINUE



FILE PART II OF THE APPLICATION

***CLICK HERE TO HAVE MILLS
GROUP HELP WITH THIS STEP**

CONTINUE



**COMPILE
CD'S**

**(CONSTRUCTION
DOCUMENTS)**



**COMPLETE
BID
ACQUISITION**



**COMPLETE
CA**

**(CONSTRUCTION
ADMINISTRATION)**

***CLICK HERE TO HAVE MILLS
GROUP HELP WITH THESE STEPS**

CONTINUE



FILE PART III OF THE APPLICATION

***CLICK HERE TO HAVE MILLS
GROUP HELP WITH THIS STEP**

CONTINUE

YOU'VE COMPLETED THE **INTERACTIVE** **ROADMAP!**

RE-START

Return to the Roadmap Guide and/or start another process.

RETURN

Check the Federal/State Tax Credit Process for Commercial Properties.

FINISH

Thanks for using our Roadmap. We look forward to hearing from you!

CONTACT US FOR MORE INFO



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