

Instructions for Historic Preservation Tax Credit Survey

The completed survey form either may be emailed to Kathy.mcaninch@iowa.gov or mailed to Kathy McAninch, Tax Research and Analysis Division, Iowa Department of Revenue, P O Box 14461, Des Moines, IA 50306-3461. Please include a copy of the completed survey with your Part 3, Certification of Completed Work submitted to the Iowa Department of Cultural Affairs, State Historical Society of Iowa.

Your completion of this survey is greatly appreciated. A fillable PDF version of the survey form is provided on the Department of Cultural Affairs web site at:

<http://www.iowahistory.org/historic-preservation/tax-incentives-for-rehabilitation/state-tax-credits/state-tax-credits-instructions.html>, which may be saved and emailed to the address provided above. The information you provide will be used to inform the members of the Legislature and other policymakers on the economic impact of projects aided by Historic Preservation and Cultural and Entertainment District Tax Credits.

Part 1: Property Information

A: Owner Information

Enter the information in accordance with your approved application for the Historic Preservation and Cultural and Entertainment District Tax Credit as submitted to the Department of Cultural Affairs, State Historical Society of Iowa. (The State Tax Credit (STC) Project Number is provided by the Department of Cultural Affairs at the time a tax credit application is received. The number is of the form YY-CC-SSS, where YY are the last two digits of the year for which the tax credits are reserved, CC is the 2-digit county number, and SSS is a 3-digit project number).

B: Building Information

The purpose of this part is to gather information on the property being rehabilitated and to provide a basis for evaluating the economic impact of the project. If the project involves the rehabilitation of more than one property (building) complete a separate Part 1, Section B for each property; however, other project details can be combined.

1. Provide the original year of construction for the property.
2. Provide the year the property was purchased by the current owner.
3. Briefly describe the use of the property immediately prior to the initiation of the rehabilitation project, such as: furniture store first floor and apartments on the two upper floors.

C: Project Information

1. Provide the starting date for the rehabilitation work. Month and year is adequate.
2. Provide the completion date for the rehabilitation work. Month and year is adequate.
3. Enter the number of above grade usable floors in the rehabilitated property. Do not count utility penthouses.
4. Enter the total above grade usable space square footage for the rehabilitated property.
5. Briefly describe the actual or anticipated use of the property after the rehabilitation work is completed.
6. Enter the actual measures of building use prior to the rehabilitation project and either the measures of actual or anticipated use after the project is completed, providing information for all relevant usage categories.

D: Property Valuation and Taxation

1. Indicate if the property is eligible for the temporary State Historic Property Tax Exemption provided for in Iowa Code, Section 427.16.
2. Indicate if property taxes have been abated for the property.
3. If property taxes have been abated describe the nature of the abatement, such as:
 - a. Abatement is only for historic preservation qualifying improvements – 1st year 100%, 2nd year 75%, etc.
4. Enter the official assessed value of the property for the year prior to initiation of rehabilitation work. If the project involved more than one property (building), provide separate assessed values for each, and provide some means for distinguishing the separate properties, such as address or parcel number.
5. Enter the official assessed value of the property for the year the project is completed. If the project involved more than one property (building), provide separate assessed values for each, and provide some means for distinguishing the separate properties, such as address or parcel number. If the county or city assessor has not yet completed a new assessment of the property following completion of the rehabilitation work, please provide either the property's value as determined by a private appraisal or the value for which the property is insured following completion of the project.

Part 2: Project Finance

The purpose of this part is to gather information on all sources of financing for the project for which Historic Preservation Tax Credits have been reserved by the Department of Cultural Affairs. If a project is being undertaken in stages and separate tax credit applications are submitted for each stage of the project, then separate survey forms should be completed after each stage is completed.

A: Project Costs

1. Enter the total amount for all qualified rehabilitation costs; include only the amount for the rehabilitation work approved by the Department of Cultural Affairs as qualified rehabilitation costs.
2. If the project includes other than qualified rehabilitation work, enter the amount of non-qualified project costs.
 - a. Add lines 1 and 2 to calculate total project cost.

B: Project Financing

1. Enter the amount of financing from private sources.
 - a. Funds borrowed from private sources (banks, insurance companies, or other private sector lenders).
 - b. Funds invested by other individuals or businesses in exchange for an ownership interest in the project.
2. Enter the amount of funds invested from personal sources.
3. Enter the amount of Iowa Historic Preservation Tax Credits reserved by the Department of Cultural Affairs for the project.
4. Enter the amount of awarded Federal Historic Preservation Investment Tax Credits.
5. Enter the amount of awarded Federal Low Income Housing Tax Credits.
6. Enter the amount of awarded Iowa Enterprise Zone Program Tax Credits.
7. Enter the amount of local forgivable loans.
8. Enter the amount of grants from the city.
9. Enter the amount of low interest loans.

10-11. Enter any subsidies you obtained from federal, state, county, or city governments, including but not limited to grants, loans, property tax abatements, etc. that have not been entered on a prior line. List each of these other funding sources on a separate line. If more space is needed please attach on a separate page and label it as an addendum to Part 2, Section B.

11a. Often applicants front the entire cost of the project with either borrowed or personal funds. If this is the case and the State Historic Preservation Tax Credits will be applied to pay down one or more of these other sources of funding, please reduce those amounts by the State Historic Preservation Tax Credits so that the sum of lines 1 through 11 in Part 2, Section B equals the amount of Section A, Line 2a.

C: Rehabilitation Project Resources and Costs

1. Enter total salary and benefits you paid for labor. If payroll records are not readily available provide a reasonable estimate and label the amount as an estimate.
 - a. Provide the number of workers employed during the project.
2. Enter total cost of materials used in the project.
3. Enter total other costs incurred through the duration of project, such as architectural and engineering fees, permit fees, utilities, etc.
4. The total of labor, materials, and other costs for this question should equal the amount entered in Part 2, Section A, Line 2a.

D: Distribution of Expenditures (percentages)

Estimate as near as possible the shares of labor, materials, and other expenditures made within the county where the project is located, elsewhere in Iowa, and outside Iowa.

1. For labor costs, base the shares on workers' places of residence, or if labor is provided by subcontractors on the official locations of the subcontractors' places of business.
2. For materials, base the shares on the suppliers' business locations.
3. For other costs, base the shares on the business locations of the predominant suppliers.

If there are any questions regarding this survey, please contact Kathy McAninch, Tax Research and Analysis Division, Iowa Department of Revenue at (515) 281-7653 or Kathy.mcaninch@iowa.gov.