

TRACKING NUMBER

**11-**

**NOTICE: Please submit, with this worksheet, letters of commitment that verify the availability of funding regarding the rehabilitation project for which tax credits are being sought.**

MHT PROJECT NUMBER:

COUNTY

DO NOT WRITE ABOVE THIS LINE

## FY 2011 Commercial Projects Worksheet

### Maryland Historical Trust

### Maryland Sustainable Communities Rehabilitation Tax Credit Program

**This worksheet must accompany all FY 2010 Commercial Tax Credit Applications submitted to MHT by September 15, 2010**

**INSTRUCTIONS:** This worksheet consists of seven (7) pages (including this page) and must accompany Part 2 of the commercial application. You need access to the Internet and a printer in order to include the required attachments. Letters, statements, or maps responding to specified questions should be included *directly* behind the page for that question. **DO NOT** put this document or any other part of the application in a binder or folder. **DO NOT** put any part of this worksheet or application in plastic sleeves. Photographs (if any) may be printed on stock paper. When you have completed this worksheet, please staple the entire worksheet together, attaching the attachments behind the corresponding page. Failure to complete the worksheet or failure to include the appropriate documentation may result in the entire application being returned to the applicant for re-submittal.

Name of property (if any)												
Property Street Address												
City											County	
	MD	ZIP+4						-				
Owner's name												
Owner's address:												
City												
	State	ZIP+4						-				

**NOTE:** If the property is owned, or will be owned prior to completion of the rehabilitation, by an organization recognized as a charitable organization under section 501(c)(3) of the Internal Revenue Code. You must provide proof of the organization's 501(c)(3) status. Attach it directly behind this page. You can search for IRS recognition of the charitable status of organization at <http://www.irs.gov/charities/index.html>.

**If you are applying for the 10% tax credit as a non-historic Qualified Rehabilitation then skip questions 1-3.**

**1. Rare Example of Structure**

(N/A for non-historic projects)

Attachment Required: Attach documentation directly behind this page describing the structure's rarity or special architectural qualities that set it apart.

**2. Level of Preservation**

(N/A for non-historic projects)

Attachment required: Attach a statement identifying the specific historic fabric, features, or finishes that are being preserved or restored as part of this project (you may reference specific photographs or drawings included with your application.)

**3. Historic Preservation Easement or Memorandum of Agreement/  
Programmatic Agreement**

(N/A for non-historic properties)

**a.** Indicate **here**\_\_\_\_\_ if the property is protected by a recorded easement held by or enforceable by the Maryland Historical Trust. Give the date of the easement (MM/DD/YY)\_\_\_\_/\_\_\_\_/\_\_\_\_and the date it was recorded (MM/DD/YY)\_\_\_\_/\_\_\_\_/\_\_\_\_.

**b.** Indicate **here**\_\_\_\_\_ if the property is located in the Market Center Urban Renewal Area, Memorandum of Agreement (MOA) area. (See map on following page.)



## 4. Urgency of Need for Rehabilitation

Attachment Required: Attach statements, letters or structural reports along with photographs detailing why the proposed rehabilitation is urgent. Documentation should address issues such as structural integrity, community safety or blight.

## 5. Consistency with State Growth Policies and Programs

a. Indicate **here** \_\_\_\_\_ if the project is located within a State Priority Funding Area (PFA). See <http://planning.maryland.gov/ourproducts/pfamap.shtml>

Attachment Required: Attach the page from the web site that lists the street address of the property, and highlight or otherwise clearly mark the address.

b. Indicate **here** \_\_\_\_\_ if the project is located within a local jurisdiction that has implemented rural resource protection measures. See <http://planning.maryland.gov/PDF/OurWork/RuralAreas.pdf>

Attachment Required: Attach the page from the web site that lists the street address of the property, and highlight or otherwise clearly mark the address.

c. Indicate **here** \_\_\_\_\_ if the project is located within a local jurisdiction that has demonstrated commitment to historic preservation. Attachment Required: Attach the page from the link and identify the property on the map. See <http://mht.maryland.gov/commissions.html>

d. Indicate **here** \_\_\_\_\_ if the project is located within a Maryland or Baltimore City Main Street Community. See the following links. Attachment Required: Attach the page from the link and identify the property on the map.

<http://planning.maryland.gov/PDF/Maps/SCMaps/Small/Annapolis.pdf>

<http://planning.maryland.gov/PDF/Maps/SCMaps/Small/Berlin.pdf>

<http://planning.maryland.gov/PDF/Maps/SCMaps/Small/BelAir.pdf>

<http://planning.maryland.gov/PDF/Maps/SCMaps/Small/Cambridge.pdf>

<http://planning.maryland.gov/PDF/Maps/SCMaps/Small/Brunswick.pdf>

<http://planning.maryland.gov/PDF/Maps/SCMaps/Small/Cumberland.pdf>

<http://planning.maryland.gov/PDF/Maps/SCMaps/Small/Chestertown.pdf>  
<http://planning.maryland.gov/PDF/Maps/SCMaps/Small/Dundalk.pdf>  
<http://planning.maryland.gov/PDF/Maps/SCMaps/Small/Denton.pdf>  
<http://planning.maryland.gov/PDF/Maps/SCMaps/Small/Elkton.pdf>  
<http://planning.maryland.gov/PDF/Maps/SCMaps/Small/Easton.pdf>  
<http://planning.maryland.gov/PDF/Maps/SCMaps/Small/Frostburg.pdf>  
<http://planning.maryland.gov/PDF/Maps/SCMaps/Small/FrederickCity.pdf>  
<http://planning.maryland.gov/PDF/Maps/SCMaps/Small/HavreDeGrace.pdf>  
<http://planning.maryland.gov/PDF/Maps/SCMaps/Small/Middletown.pdf>  
<http://planning.maryland.gov/PDF/Maps/SCMaps/Small/MtAiry.pdf>  
<http://planning.maryland.gov/PDF/Maps/SCMaps/Small/Oakland.pdf>  
<http://planning.maryland.gov/PDF/Maps/SCMaps/Small/PrincessAnne.pdf>  
<http://planning.maryland.gov/PDF/Maps/SCMaps/Small/RuralAreas.pdf>  
<http://planning.maryland.gov/PDF/Maps/SCMaps/Small/Salisbury.pdf>  
<http://planning.maryland.gov/PDF/Maps/SCMaps/Small/TakomaPark.pdf>  
<http://planning.maryland.gov/PDF/Maps/SCMaps/Small/Taneytown.pdf>  
<http://planning.maryland.gov/PDF/Maps/SCMaps/Small/Thurmont.pdf>  
<http://planning.maryland.gov/PDF/Maps/SCMaps/Small/Westminster.pdf>

#### Baltimore City

<http://planning.maryland.gov/PDF/Maps/SCMaps/Small/BACI/Baci Mainstreets Map.pdf>  
<http://planning.maryland.gov/PDF/Maps/SCMaps/Small/BACI/BelAir Edison.pdf>  
<http://planning.maryland.gov/PDF/Maps/SCMaps/Small/BACI/Brooklyn.pdf>  
<http://planning.maryland.gov/PDF/Maps/SCMaps/Small/BACI/EastMonument.pdf>  
<http://planning.maryland.gov/PDF/Maps/SCMaps/Small/BACI/FederalHill.pdf>  
<http://planning.maryland.gov/PDF/Maps/SCMaps/Small/BACI/FellsPoint.pdf>  
<http://planning.maryland.gov/PDF/Maps/SCMaps/Small/BACI/Hamilton Lauraville.pdf>  
<http://planning.maryland.gov/PDF/Maps/SCMaps/Small/BACI/Highlandtown.pdf>  
<http://planning.maryland.gov/PDF/Maps/SCMaps/Small/BACI/PennsylvaniaAve.pdf>  
<http://planning.maryland.gov/PDF/Maps/SCMaps/Small/BACI/Pigtown.pdf>  
<http://planning.maryland.gov/PDF/Maps/SCMaps/Small/BACI/Waverly.pdf>

e. Indicate **here** \_\_\_\_\_ if the project design team includes a USGBC LEED certified design professional. Please provide below the name of the individual and the role that they will play in the development of this project.

## 6. Areas with Regulatory Streamlining

Indicate **here** \_\_\_\_\_ if the project is located within an area that has adopted regulatory streamlining initiatives. Attachment Required: Attach the page from the link and identify the property on the map.

<http://planning.maryland.gov/PDF/Maps/RegulatoryStreamline/AaCo1.pdf>

<http://planning.maryland.gov/PDF/Maps/RegulatoryStreamline/AaCo2.pdf>

<http://planning.maryland.gov/PDF/Maps/RegulatoryStreamline/AaCo3.pdf>

<http://planning.maryland.gov/PDF/Maps/RegulatoryStreamline/AaCo4.pdf>

<http://planning.maryland.gov/PDF/Maps/RegulatoryStreamline/AaCo5.pdf>

<http://planning.maryland.gov/PDF/Maps/RegulatoryStreamline/BelAir.pdf>

<http://planning.maryland.gov/PDF/Maps/RegulatoryStreamline/Cumberland.pdf>

<http://planning.maryland.gov/PDF/Maps/RegulatoryStreamline/Leonardtwn.pdf>

<http://planning.maryland.gov/PDF/Maps/RegulatoryStreamline/Carroll1.pdf>

<http://planning.maryland.gov/PDF/Maps/RegulatoryStreamline/Carroll2.pdf>

<http://planning.maryland.gov/PDF/Maps/RegulatoryStreamline/Carroll3.pdf>

<http://planning.maryland.gov/PDF/Maps/RegulatoryStreamline/Carroll4.pdf>

## 7. Affordable and Workforce Housing

Indicate **here** \_\_\_\_\_ if the project includes affordable or workforce housing.

Enter **here** \_\_\_\_\_ the number of years for which the affordable or workforce housing commitment will be in place.

Note: That if you indicate that the project will include Affordable or Workforce Housing and complete the calculator below, as part of your submittal of the Part 3 Application for certification of completed work you will be required to report on how the project met your affordable and workforce housing commitment described in the worksheet calculator.

Attachment Required: Attach the page from the calculator below



affordable spreadsheet for applk

## 8. Economic Benefit

Attachment required: Attach a copy of the Maryland Department of Assessments and Taxation (MDAT) Real Property Data Search for your property. Go to <http://www.dat.state.md.us/> and click on Real Property Data Search and print out the report for your particular property and attach it directly behind this page. Divide Estimated Qualified Rehabilitation Expenditures by the assessed value *of the improvements*, as shown, to determine by what percentage the expenditures exceed the assessed value:

$$\frac{\text{Estimated Qualified Rehab Expenditures}}{\text{MDAT Value of Improvements}} \times 100 = n \%$$

*Example:*

$$\frac{\$750,000.00}{\$138,920.00} \times 100 = 539 \%$$

*Work problem here:*

$$\frac{\$}{\$} \times 100 = \%$$

## 9. Age of Structure

(N/A for historic properties)

Indicate **here** \_\_\_\_\_ if the structure is more than 50 years old. Include source of information as an attachment.

## **10. Verification of Financial Readiness**

Attachment(s) required: Attach letters of commitment from financial institutions, investors and any other financial contributors that verify the availability of funding regarding the rehabilitation project for which tax credits are being sought.