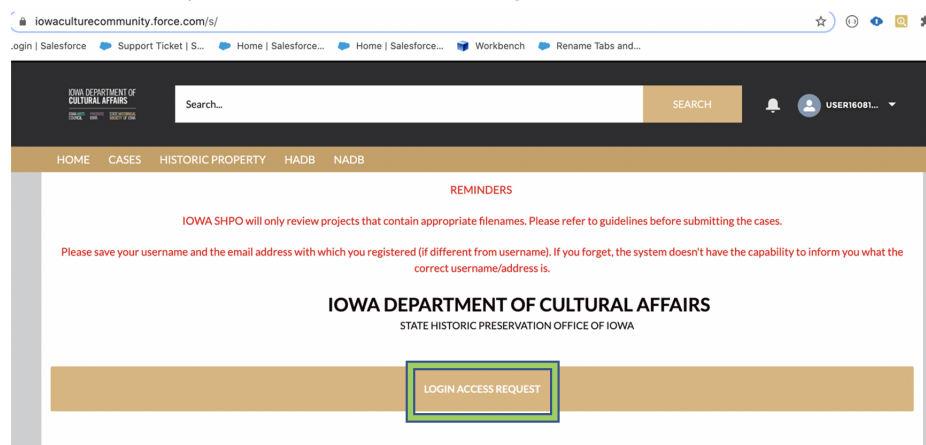


FEDERAL TAX CREDIT

You will need to create a Case whenever you would like to start a **Federal Tax Credit Project** and submit a **Part 1**.

1. First, you will need to navigate to the Community webpage.

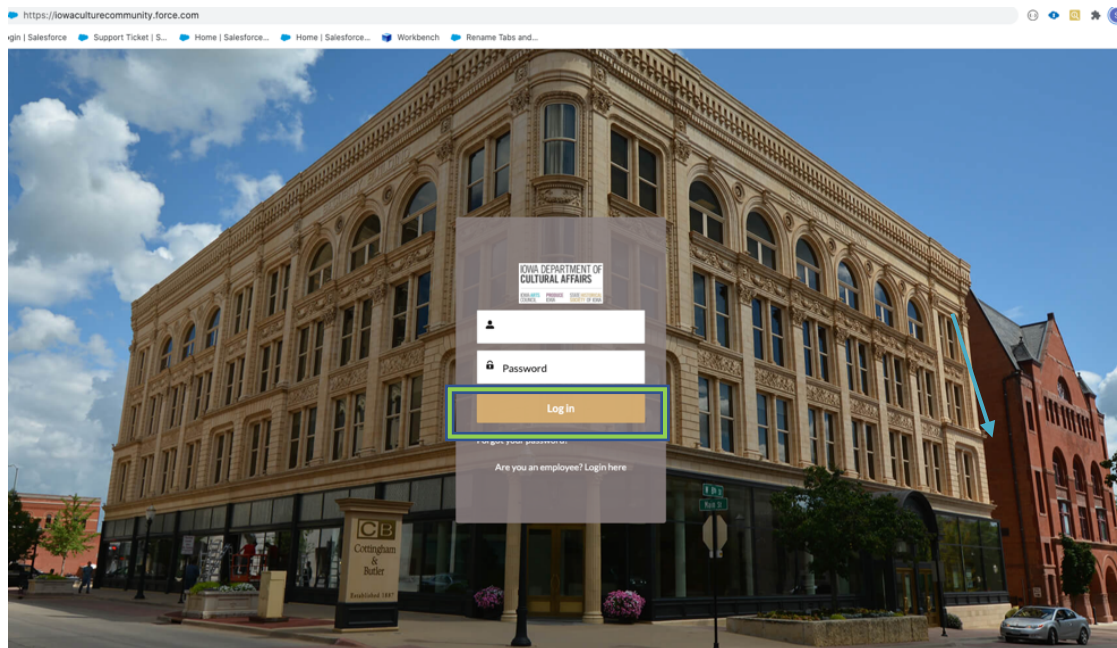
a. Go to <https://iowaculturecommunity.force.com>



2. Click on Login Access Request.

a. Please fill out the Login Access request form to get access to the community page.

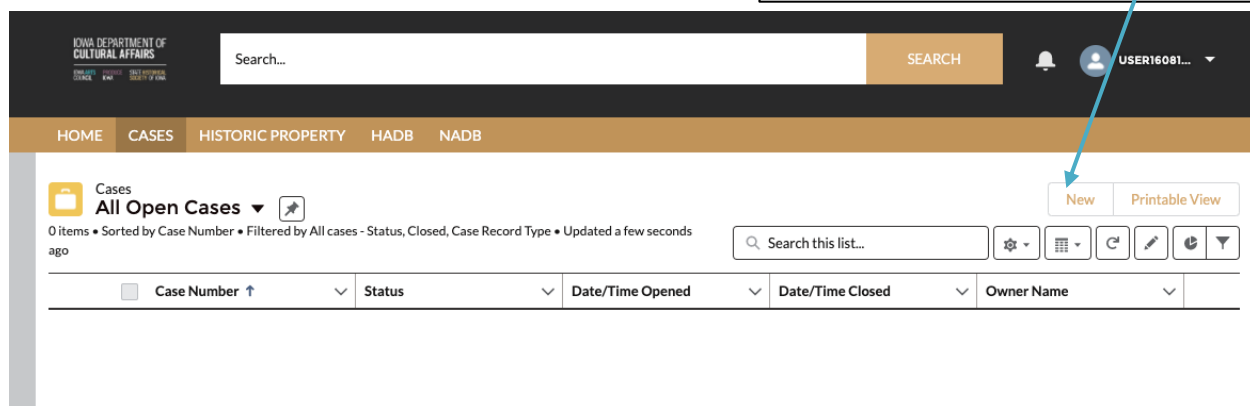
3. Enter the username and password that you have been emailed and click Log in



4. Then, you will need to navigate to the **Cases** tab.

- a. Click on the Tab Launcher
- b. Select the **Case**

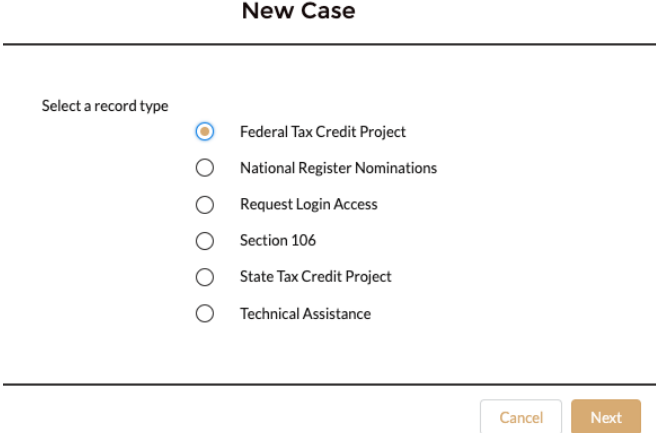
To create a New case click
"New"



5. In this a list view will be displayed, where you can see previous cases that you have worked on. To create a new Case, click on the “New” button in the upper righthand corner.

6. Once you have clicked “New”, you will be prompted to choose the Case Record Type, which indicates which type of Case you are creating.

- a. Click on **Federal Tax Credit Project**.
- b. Click **Next**



New Case

Select a record type

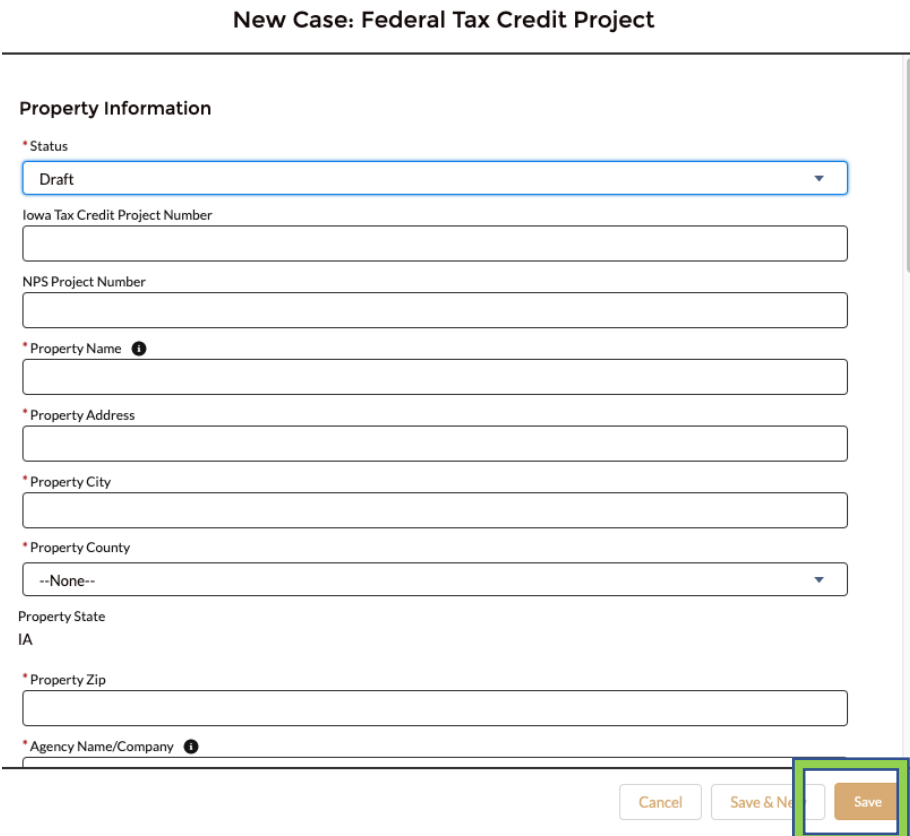
- ☒ Federal Tax Credit Project
- ☐ National Register Nominations
- ☐ Request Login Access
- ☐ Section 106
- ☐ State Tax Credit Project
- ☐ Technical Assistance

Cancel Next

7. User should be presented with the screen with all the details about the new Project you are creating.

- a. Any fields with a red asterisk next to them must be filled out before you can create a new Case.

8. Once all the fields are filled click **Save** under the **Federal Tax Credit Project**.



New Case: Federal Tax Credit Project

Property Information

* Status
Draft

Iowa Tax Credit Project Number
[Text Field]

NPS Project Number
[Text Field]

* Property Name ⓘ
[Text Field]

* Property Address
[Text Field]

* Property City
[Text Field]

* Property County
--None--

Property State
IA

* Property Zip
[Text Field]

* Agency Name/Company ⓘ
[Text Field]

Cancel Save & New Save

9. Case is saved and case# generated.

[HOME](#)
[CASES](#)
[HISTORIC PROPERTY](#)
[HADB](#)
[NADB](#)

Case
00003375

[+ Follow](#)
[Printable View](#)
[Submit for Approval](#)

Case Record Type

Federal Tax Credit Project

Days Open for Review

Property Information

Status

Under Review

Iowa Tax Credit Project Number

NPS Project Number

Property Name

Test federal

Property Address

123 Grand

Property City

Des Moines

Property County

Adair

Property State

Property Zip

50071

Agency Name/Company

Test federal

Tax Parts (3)

New

Review	Record Type	SHPO Determin...
PR-00032	Federal Tax Cred...	Approved
PR-00031	Federal Tax Cred...	Approved
PR-00033	Federal Tax Cred...	Approved with C...
View All		

Related Historic Property (0)

New

National Register Status (0)

New

NADB (0)

New

HADB (0)

New

10. To complete your Part 1 Application, verify your property and contact information by clicking the appropriate link in **Tax Parts (PR-#####)**. The property and contact information will autofill from the information you have previously entered. You will then need to complete the additional information requested in the **Tax Parts**.

- The Part 2 will not become available to fill out and submit until the Part 1 is approved. This is also true for Part 3, it will become available after the Part 2 is approved.

11. All Tax Parts can be viewed by clicking View All.

A list view will be displayed, where you can see previous tax parts that you have worked on.

Tax Parts (3)			New
Review	Record Type	SHPO Determin...	
PR-00032	Federal Tax Cred...	Approved	
PR-00031	Federal Tax Cred...	Approved	
PR-00033	Federal Tax Cred...	Approved with C...	
			View All

Cases > 00003375

Tax Parts

3 items • Updated a few seconds ago

New

⚙️

↺

⏮️

Review	Record Type	SHPO Determination	
1 PR-00032	Federal Tax Credit Part 2	Approved	⏮️
2 PR-00031	Federal Tax Credit part 1	Approved	⏮️
3 PR-00033	Federal Tax Credit Part 3	Approved with Comments	⏮️

12. Once all the fields are filled and Saved for **Tax Part** and **Case/Project**, Please click the **Submit for Approval** button for your **Tax Part** and **Case/Project**. This will submit your **Case/Project** and **Tax Part** for review. The record will be locked and you will not be able to make any changes until review is complete.

HOME

CASES

HISTORIC PROPERTY

HADB

NADB

Case

00003356

+ Follow

Printable View

Submit for Approval

Case Record Type

Federal Tax Credit Project

Days Open for Review

Submit for Approval

Comments

⏮️

Cancel

Submit

Search...

SEARCH

USER16085...

HOME
CASES
HISTORIC PROPERTY
HADB
NADB

Tax Parts
PR-06937

Submit for Approval

Printable View

Property Name
Test DCA

Case
00033583

Record Type
Federal Tax Credit part 1

Days Open for Review

Property Information

Property Name

Test DCA

Property Address

123

Property City

Burke

Property County

Adair

Property State

IA

Property Zip

55555

Amendments (0)

New

Contact Information

Project Contact Name

jo

Project Contact Address 1

ask

Project Contact Address 2

Project Contact City

halla

Project Contact Phone

(515) 555-8888

Project Contact Email

lori.unick@iowa.gov

24. The Federal Tax Credit Project submission notifies the IOWA SHPO team that your project will be coming in for review. For the Federal program, the National Park Service (NPS) is working towards a digital submission. Until that is finalized, all application material must be sent to the SHPO office at: 600 E Locust, Des Moines, IA 50316.

- One hard copy with original signature
- One PDF copy on CD of all required application documents.
- Please include a screenshot or printout of your **Case/Project** as your transmittal cover sheet.

This procedure will be updated when NPS finalizes their process.