

ESHPO Quick Training Reference Guide

Federal and State Historic Tax Credits

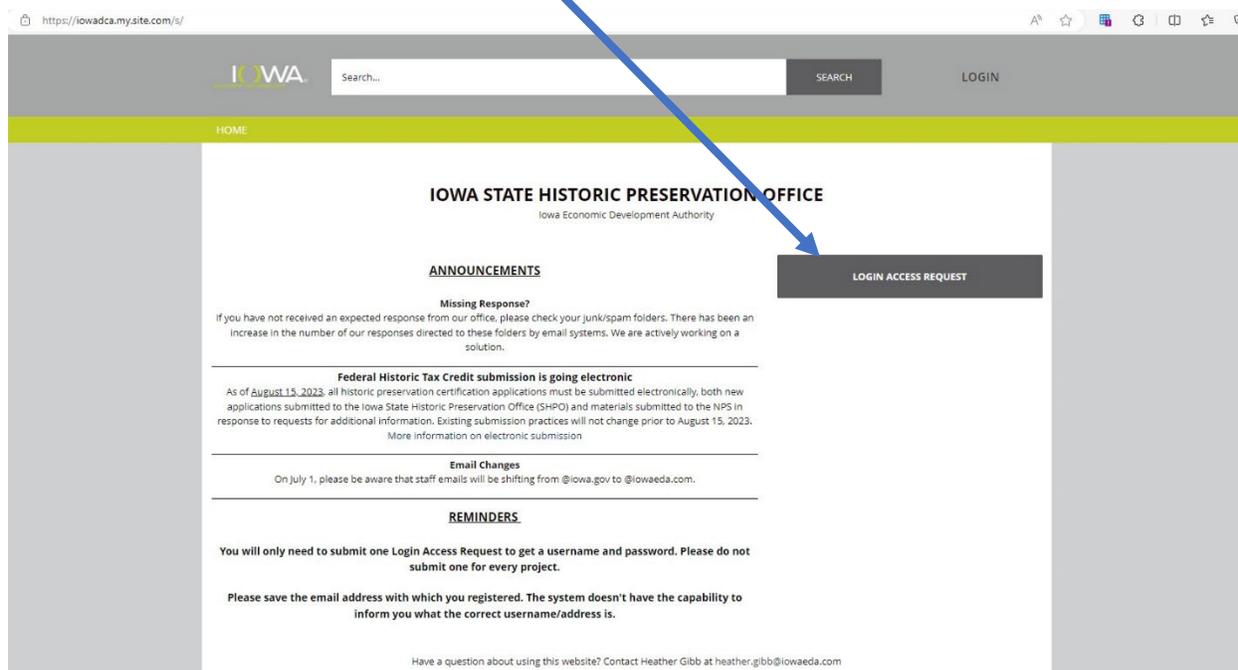
This document will provide guidance on the following:

1. Request ESHPO access
2. Create a Federal or State Case (the Case is a sort of umbrella in which all parts live under-one Case for Federal, one Case for State)
3. Create a Federal or State Part 1
4. Create a Federal Part 2/3 or a State Part 2
5. Create an Amendment to a Part
6. Clone a Part to respond to a hold
7. Commonly asked questions

1. Request ESHPO Access

Note: Only required for first time users. If you have forgotten your password, click 'forgot password' on the log in page. Your username is the email that you used when you signed up for an account.

- Navigate to the Community webpage.
 - Click on **Login Access Request**



The screenshot shows the website for the Iowa State Historic Preservation Office (IOWA STATE HISTORIC PRESERVATION OFFICE), which is part of the Iowa Economic Development Authority. The page features a navigation bar with a search box and a LOGIN button. Below the navigation bar, there is a section titled "ANNOUNCEMENTS" with three sub-sections: "Missing Response?", "Federal Historic Tax Credit submission is going electronic", and "Email Changes". A "REMINDERS" section is also present, stating that users only need to submit one Login Access Request and to save the email address used for registration. A blue arrow points from the "Login Access Request" button in the navigation bar to the "LOGIN ACCESS REQUEST" button in the "REMINDERS" section.

https://iowadca.my.site.com/s/

IOWA STATE HISTORIC PRESERVATION OFFICE
Iowa Economic Development Authority

ANNOUNCEMENTS

Missing Response?
If you have not received an expected response from our office, please check your junk/spam folders. There has been an increase in the number of our responses directed to these folders by email systems. We are actively working on a solution.

Federal Historic Tax Credit submission is going electronic
As of August 15, 2023, all historic preservation certification applications must be submitted electronically, both new applications submitted to the Iowa State Historic Preservation Office (ISHPO) and materials submitted to the NPS in response to requests for additional information. Existing submission practices will not change prior to August 15, 2023. More information on electronic submission

Email Changes
On July 1, please be aware that staff emails will be shifting from @iowa.gov to @iowaeda.com.

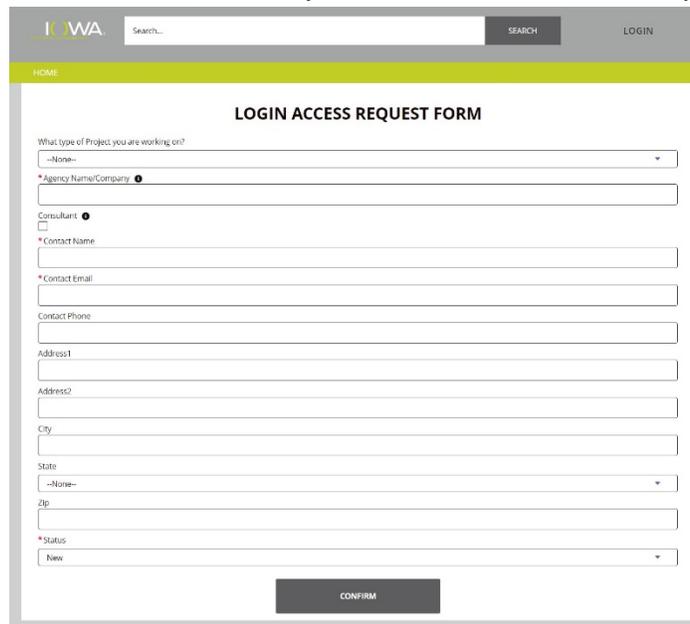
REMINDERS

You will only need to submit one Login Access Request to get a username and password. Please do not submit one for every project.

Please save the email address with which you registered. The system doesn't have the capability to inform you what the correct username/address is.

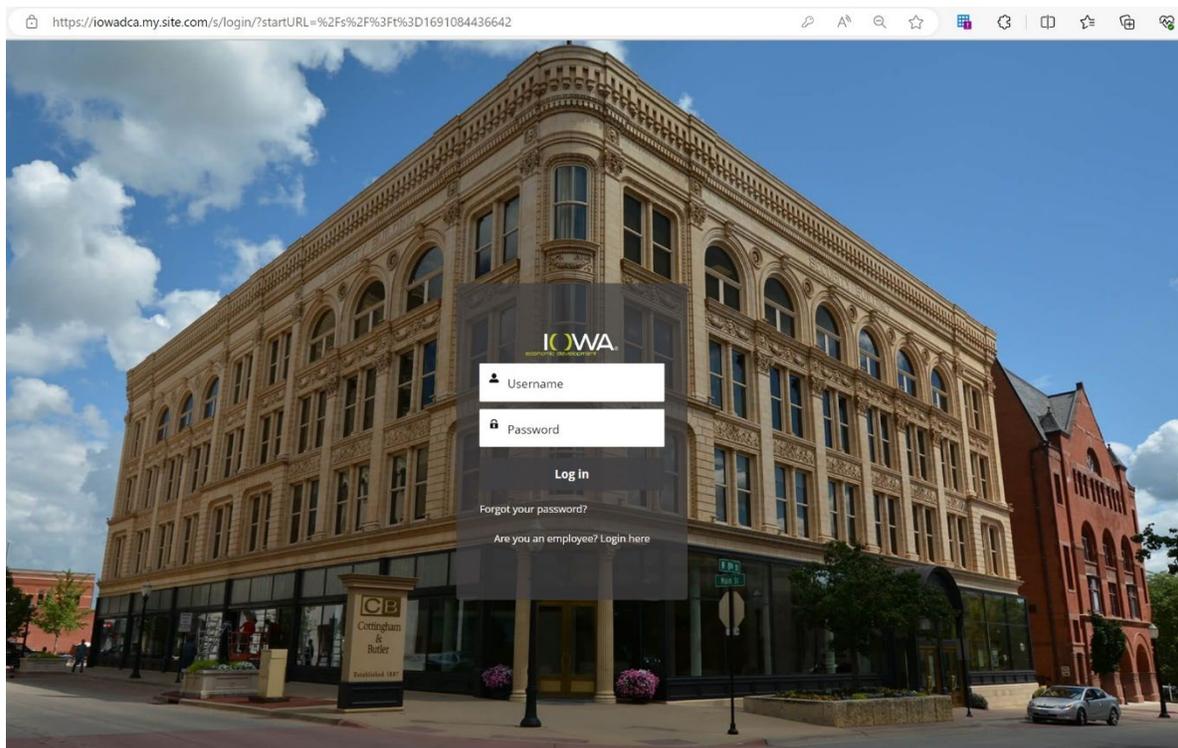
Have a question about using this website? Contact Heather Gibb at heather.gibb@iowaeda.com

- Fill out the **Login Access Request Form** to request access to the community page. You will receive an email, usually within 24 hours, with a password.



The screenshot shows a web browser window displaying the IOWA website. At the top, there is a search bar and a 'LOGIN' button. Below this is a green navigation bar with 'HOME' selected. The main content area is titled 'LOGIN ACCESS REQUEST FORM'. The form includes the following fields: 'What type of Project you are working on?' (dropdown menu), '*Agency Name/Company' (text input), 'Consultant' (radio button), '*Contact Name' (text input), '*Contact Email' (text input), 'Contact Phone' (text input), 'Address1' (text input), 'Address2' (text input), 'City' (text input), 'State' (dropdown menu), 'Zip' (text input), and '*Status' (dropdown menu). A 'CONFIRM' button is located at the bottom of the form.

- **'Log in'**. You will be asked to change the password to a password of your choice.



2. Create a Federal or State Case:

You will need to create a case whenever you would like to start a Federal Tax Credit Project and submit a Part 1. Contact SHPO for further instruction if your project does not require a Part 1. If you are responding to a hold, follow the instructions included in the hold correspondence sent by the SHPO or see below.

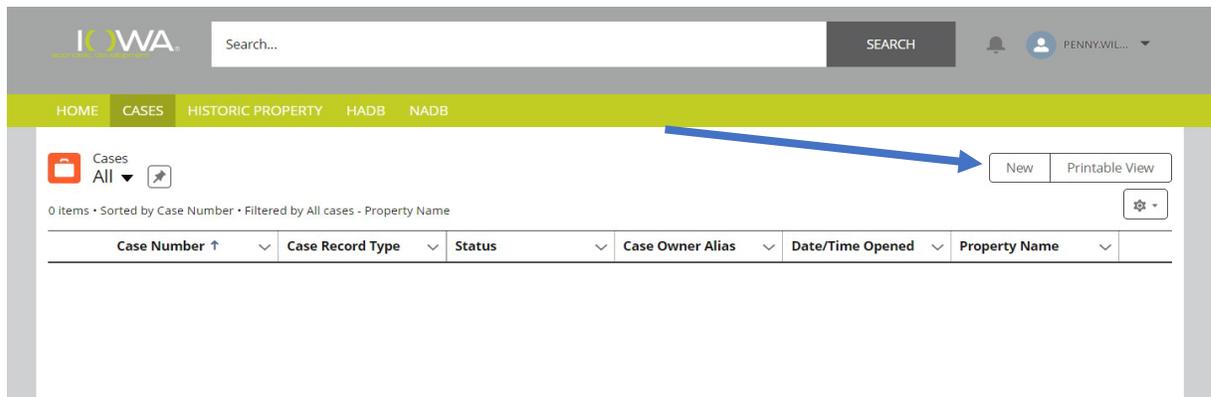
Note: This guide is applicable to Federal Part 1-3 applications and State Part 1-2 applications. State Part 2B and Part 3 applications are submitted through [Iowa Grants](#). If you are applying for both state and federal tax credits, a separate case must be created for each. Please do not attach a federal part to a state case or vice versa.

- Login to ESHPO
- Navigate to the **'Cases'** tab and click to open. You will also see any previous cases that you own on this screen.

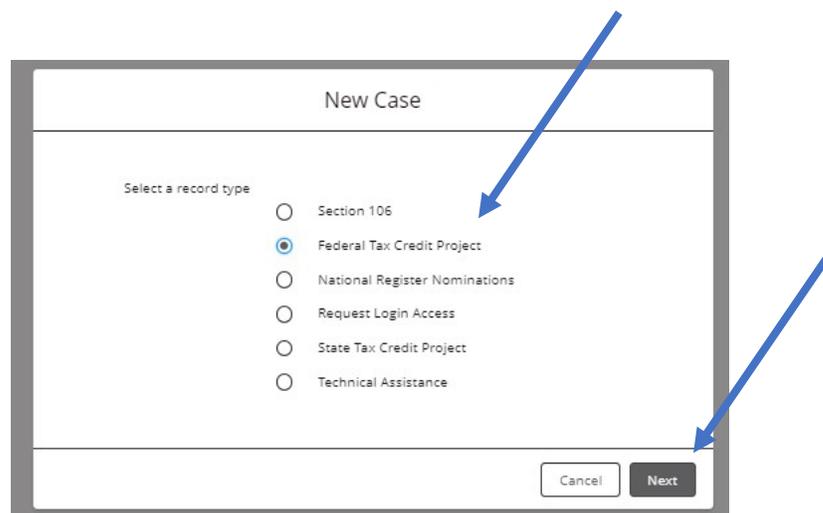
Note: If cases that you have worked on in the past are missing from your case list and you require access so you can submit new Parts 1-3 or amendments, please contact the SHPO office. Please do not create a new case if you believe a case should already exist or if it existed in CACTAS.



- To create a new case, click **'New'**.



- You will now be prompted to select a record type, which indicates which type of case you are creating.
 - Click on either **Federal Tax Credit Project** or **State Tax Credit Project**.
 - Click **'Next'**.



- Any fields with a red asterisk must be filled out before you can proceed. To make changes to a field, click on the black pencil icon at the end of the field.
 - Please note that what is entered in these fields should match the documentation that you will be uploading later. For instance, if your NPS Part 1 Form 10-168a has a different owner address listed than that recorded in ESHPO, the project will be placed on hold while corrections are requested, potentially delaying review.
 - Do not attempt to change the **'Status'**. The status will remain in **'Draft'** until you submit for approval which is detailed in future steps. At that time, the status will change to **'New'**. If you do change the

status an error message will appear and you will need to change the status back to **'Draft'**.

- Once all the fields have been filled out click **'Save'**.

New Case: Federal Tax Credit Project

Property Information

* Property Name

* Property Address

* Property City

* Property County

--None--

Property State
IA

* Property Zip

Project Contact Information

* Project Contact Name

Project Contact Organization

* Project Contact Phone

* Project Contact Email

* Project Contact Address 1

Project Contact Address 2

Cancel Save & New Save

- To notify the SHPO that your case is ready to be reviewed, **'Submit for Approval'**.

HOME CASES HISTORIC PROPERTY HADB NADB

Case 00047097

Case Record Type
Federal Tax Credit Project

Case Owner
Penny Wilcoxson

+ Follow Printable View Submit for Approval

- Once your case is saved, a case number is generated.

HOME CASES HISTORIC PROPERTY HADB NADB

Case 00047097

+ Follow Printable View Submit for Approval

Case Record Type: Federal Tax Credit Project

Case Owner: Penny Wilcoxson

Property Information

Property Name: House

Property Address: 600 E. Locust

Property City: Des Moines

Property County: Polk

Property State: IA

Property Zip: 50309

Project Contact Information

Project Contact Name: SHPO

Project Contact Organization: SHPO

Project Contact Phone: 555-555-5555

Project Contact Email: shpotaxcredit@iowaeda.com

Project Contact Address 1: 600 E. Locust St.

Project Contact Address 2:

Tax Parts (1)

Review	Record Ty...	Submitte...	NPS Dete...
PR-13771	Federal Ta...		

View All

3. Create a Federal or State Part 1:

- Saving the case prompts ESHPO to autogenerate a Part 1. To complete your Part 1 Application, verify your property and contact information by clicking the appropriate link in Tax Parts (PR-XXXX). The property and contact information will autofill from the information you have previously entered when creating the Case. You will then need to complete the additional information requested in Tax Parts.

Tax Parts (1)

Review	Record Ty...	Submitte...	NPS Dete...
PR-13771	Federal Ta...		

View All

- Click **'Save'** at the bottom of the screen when all fields have been filled out.

 Tax Parts
PR-13771

[Submit for Approval](#) [Printable View](#) [Clone](#)

Owner	Property Name	Case	Record Type	Submitted Date
 Penny Wilcoxson	House	00047097	Federal Tax Credit part 1	

Property Information

Property Name
House

Property Address
600 E. Locust

Property City
Des Moines

Property County
Polk

Property State
IA

Property Zip
50309

Amendments (0) [New](#)

Files (0) [Add Files](#)

[Upload Files](#)
Or drop files

Contact Information

Project Contact Name SHPO	Project Contact Organization
Project Contact Address 1 600 E. Locust St.	Project Contact Phone 555-555-5555
Project Contact Address 2	Project Contact Email shpotaxcredit@iowaeda.com
Project Contact City Des Moines	
Project Contact State IA	
Project Contact Zip 50309	

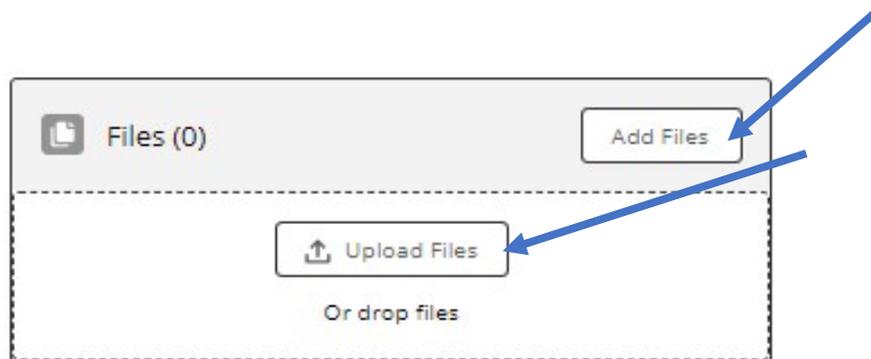
Applicant/Owner Information

Applicant Name	Applicant Organization
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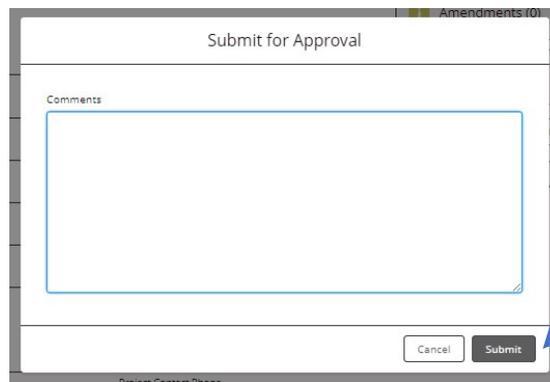
- Once you have saved, you are now able to upload files. Select **'Upload files'** or **'Add Files'**.

Part 1 Documentation Requirements (State: see culture.iowaeda.com for further details; Federal: see [Historic Preservation Certification Application Instructions Application Instructions \(nps.gov\)](http://www.nps.gov/subjects/taxincentives/hpca-electronic-submission.htm))

- Draft National Register Nomination or Iowa Site Inventory Form (ISIF).
 - Map
 - Site Plan
 - Photos
 - Photo Key
 - Tax Assessor Statement (State program only)
 - Non-Owner Application Documentation (if applicable-non-owners only)
-
- All files uploaded to ESHPO must follow NPS file format standards and file naming conventions. **The SHPO is applying these standards for both State and Federal applications.** To avoid project holds, please familiarize yourself and follow these guidelines. Guidance can be found at <https://www.nps.gov/subjects/taxincentives/hpca-electronic-submission.htm>



- Once all fields are filled out, saved and files uploaded for the Tax Part, click **'Submit for Approval'**. This will submit your Tax Part for review. The record will now be locked, and you will not be able to make changes.



Did you know....

- All Tax Parts associated with a case 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.



4. Create a Federal Part 2/3 or a State Part 2

If you have received approval for a previous Part and are ready to fill out a Part 2 application (State or Federal) or a Part 3 application (Federal only) follow these steps. No need to create a new case as Parts 2 and 3 will already have a case associated with them.

Note: If you were involved in a case in the past and it is not appearing in your case list, please contact the SHPO for assistance giving you 'ownership' of the case. Do not create a new case if you believe one already exists. If you are newly involved with a project (i.e., You were not involved in prior Parts as a consultant and you are not the owner of property) the owner will need to provide authorization via a letter or email to the SHPO indicating that you may have access to the tax credit case in ESHPO).

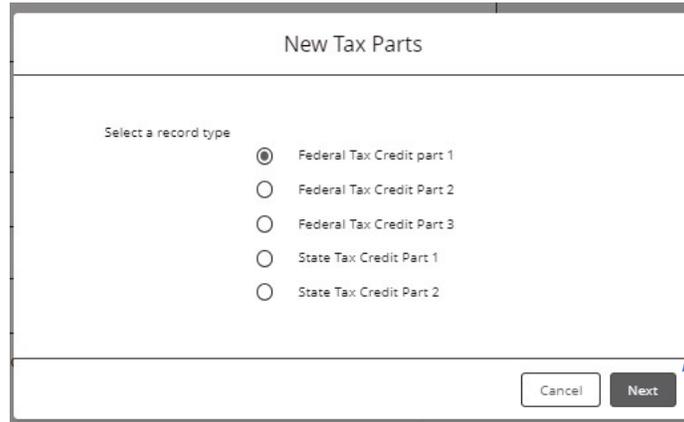
- Login to ESHPO as detailed above.
- Find the appropriate Case by selecting the 'Case' tab.



- Select 'New' in the Tax Parts box.

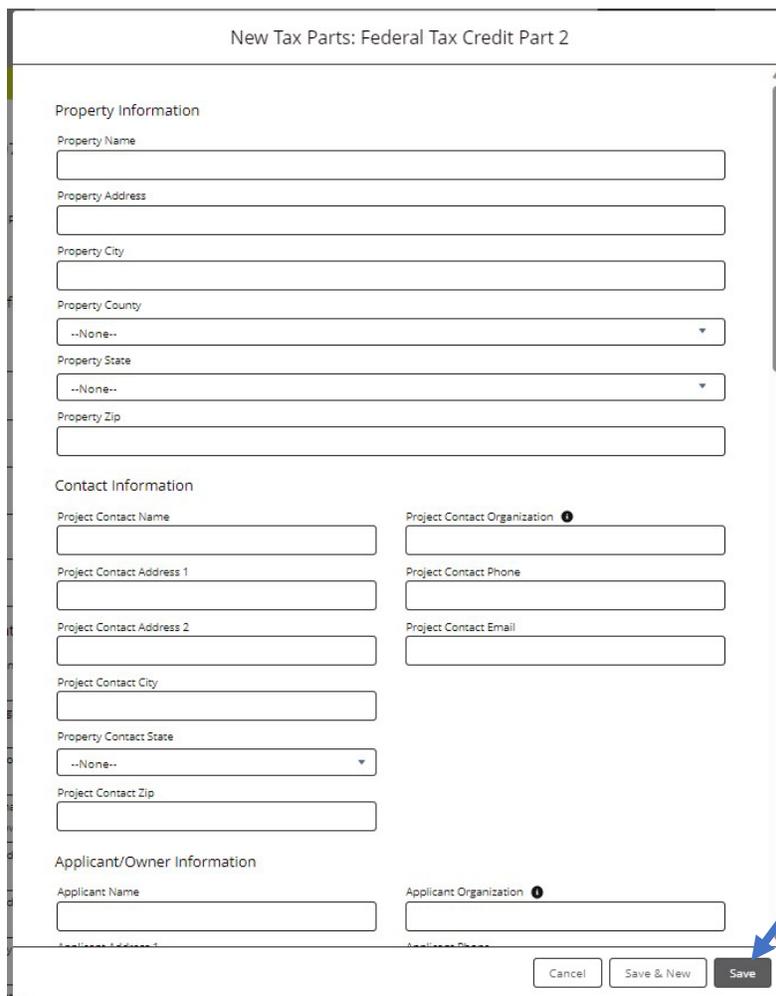


- Select a record type from the list, followed by **'Next'**.



The screenshot shows a window titled "New Tax Parts". Inside, there is a section labeled "Select a record type" with five radio button options: "Federal Tax Credit part 1" (selected), "Federal Tax Credit Part 2", "Federal Tax Credit Part 3", "State Tax Credit Part 1", and "State Tax Credit Part 2". At the bottom right, there are two buttons: "Cancel" and "Next". A blue arrow points from the right side of the image towards the "Next" button.

- Fill in all the required fields and select **'Save'**.



The screenshot shows a window titled "New Tax Parts: Federal Tax Credit Part 2". It contains three main sections of form fields: "Property Information" (Property Name, Property Address, Property City, Property County, Property State, Property Zip), "Contact Information" (Project Contact Name, Project Contact Address 1, Project Contact Address 2, Project Contact City, Project Contact State, Project Contact Zip, Project Contact Organization, Project Contact Phone, Project Contact Email), and "Applicant/Owner Information" (Applicant Name, Applicant Organization). At the bottom right, there are three buttons: "Cancel", "Save & New", and "Save". A blue arrow points from the right side of the image towards the "Save" button.

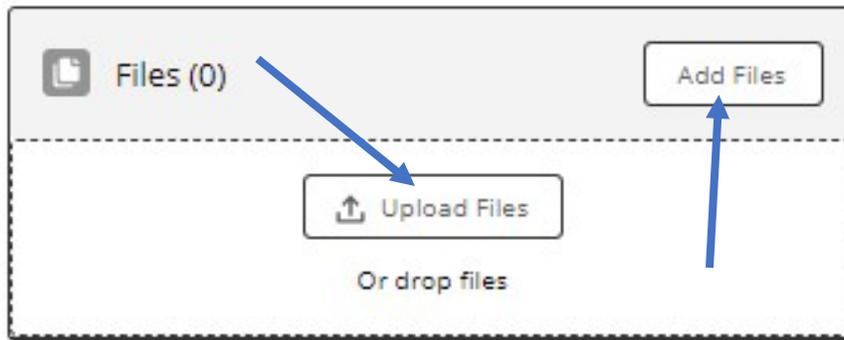
- Once you have saved, you are now able to upload files. Select **‘Upload files’** or **‘Add Files’**.

Part 2 Documentation Requirements (State: see culture.iowaeda.com for further details; Federal: see [Historic Preservation Certification Application Instructions Application Instructions \(nps.gov\)](http://www.nps.gov/subjects/hpca/applicationinstructions))

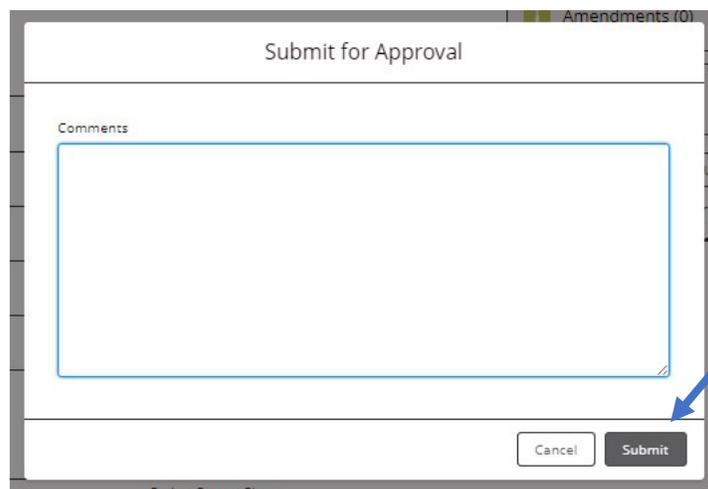
- Rehabilitation Documentation (Drawings and supplemental documentation)
- Detailed Description Form (must use current NPS Part 2 Form for federal program)
- Photo Key
- Photos
- Special Considerations (as project requires)
 - QRE Schedule (required for State program)
 - Historic Images (if available)
 - Window Conditions Documentation
 - Structural Analysis
 - Visibility Studies
 - Mortar Analysis

Part 3 Documentation Requirements (Federal: see [Historic Preservation Certification Application Instructions Application Instructions \(nps.gov\)](http://www.nps.gov/subjects/hpca/applicationinstructions))

- Detailed Description Form (must use current NPS Part 3 Form for federal program)
 - Photo Key
 - Photos
 - Ownership statement (if required)
 - Any buildings functionally related historically? If so, include a summary of how project has/could impact.
-
- All files uploaded to ESHPO must follow NPS file format standards and file naming conventions. **The SHPO is applying these standards for both State and Federal applications.** To avoid project holds, please familiarize yourself and follow these guidelines. Guidance can be found at <https://www.nps.gov/subjects/taxincentives/hpca-electronic-submission.htm>



- Once all fields are filled out, saved and files uploaded for the Tax Part, click **'Submit for Approval'**. This is followed by a second 'comments' screen. Please do not enter any comments here. You will then select **'Submit'**. This will submit your Tax Part for review. **Failing to complete this step will leave your Part in draft and the SHPO will not be made aware that your Part is ready for review.** The record will now be locked, and you will not be able to make changes.



5. Create an Amendment to a Part

Note: Amendments are created for the purpose of documenting, and presenting for approval, changes made to an already approved Part. If you are unsure if an amendment is appropriate, please reach out to the SHPO for further clarification before taking any steps in ESHPO.

- Log in to ESHPO as detailed in Step #1 above.
- Find the appropriate Case by selecting the **'Case'** tab.



- Find the Part in question. If there are multiple parts associated with the part to be amended, chose the part with an 'approved' designation. Open the Part by clicking the part number (PR-XXXX).



- Create a new amendment by selecting **'New'**.



- Fill out all the fields and select ‘Save’.

New Amendments

Please attach appropriate form and supporting materials.

After hitting Save at the bottom, scroll up to Submit.

Information

*Amendment Name

Tax Parts
PR-13771

Tax Part Type
--None--

Signature

Applicant is legal owner, or

otherwise Qualifies as Eligible Taxpayer

Authorization

I am submitting on behalf of applicant

*Signature (Print Name)

*Signature Date

SHPO Documentation

Case

Reviewer

SHPO Comments for Applicant

Cancel Save & New Save

- Once you have saved, you are now able to upload files. Select ‘Upload files’ or ‘Add Files’.
 - All files uploaded to ESHPO must follow NPS file format standards and file naming conventions. **The SHPO is applying these standards for both State and Federal applications.** To avoid project holds, please familiarize yourself and follow these guidelines. Guidance can be found at <https://www.nps.gov/subjects/taxincentives/hpca-electronic-submission.htm>

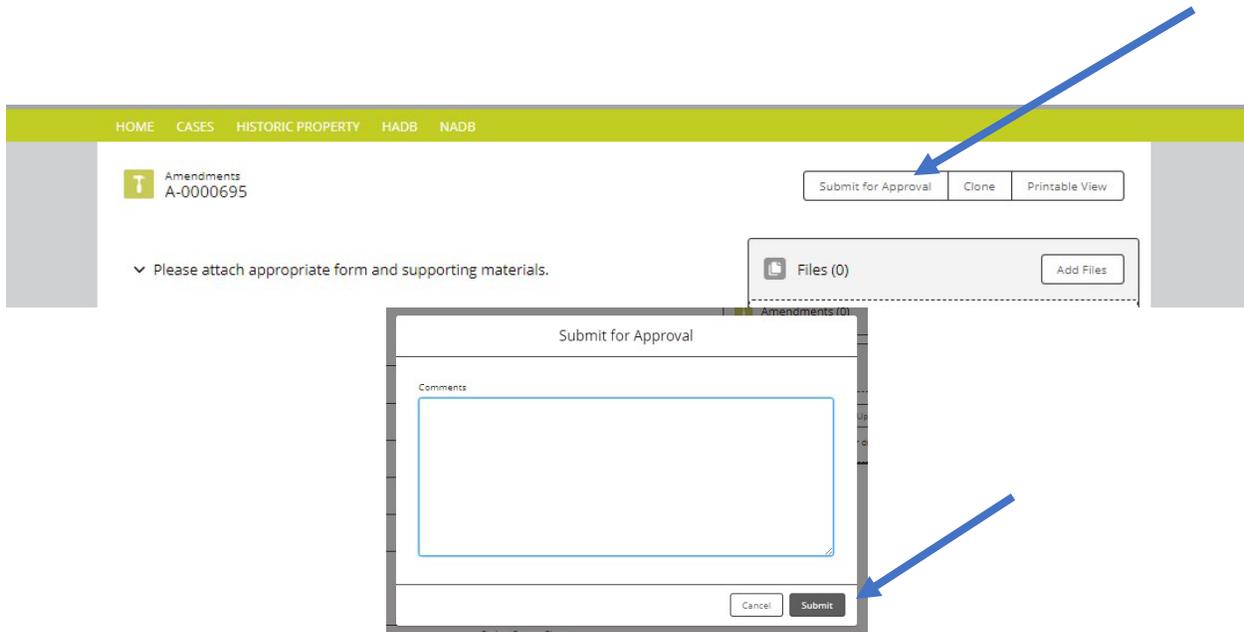
Files (0)

Add Files

Upload Files

Or drop files

- Once all fields are filled out, saved and files uploaded for the Amendment, click **'Submit for Approval'**. This is followed by a second 'comments' screen. Please do not enter any comments here. You will then select **'Submit'**. This will submit your Amendment for review. **Failing to complete this step will leave your Amendment in draft and the SHPO will not be made aware that your Amendment is ready for review.** The record will now be locked, and you will not be able to make changes.



6. Cloning a Part to Respond to a Hold

Note: If your Part was put on hold or more information was requested, you should have received an email that contains instructions for cloning a part. These instructions are also detailed here.

- Log in to ESHPO as detailed in Step #1 above.
- Find the appropriate Case (as referenced in the hold) by selecting the **'Case'** tab and click to open.



- Find the Part in question (as referenced in the hold). Open the Part by clicking the part number (PR-XXXX).



The screenshot shows a table titled "Tax Parts (1)" with a "New" button in the top right. The table has columns: "Review", "Record Ty...", "Submitte...", and "NPS Dete...". The first row contains the part number "PR-13771" and the record type "Federal Ta...". A blue arrow points to the "PR-13771" text. A "View All" button is located at the bottom right of the table.

Review	Record Ty...	Submitte...	NPS Dete...
PR-13771	Federal Ta...		

- Clone the Part by selecting the 'Clone' button.



The screenshot shows the detail page for "Tax Parts PR-13771". At the top, there are navigation links: HOME, CASES, HISTORIC PROPERTY, HADB, NADB. Below the title, there are three buttons: "Submit for Approval", "Printable View", and "Clone". A blue arrow points to the "Clone" button. Below the buttons, there is a table with the following data:

Owner	Property Name	Case	Record Type	Submitted Date
Penny Wilcoxson	House	00047097	Federal Tax Credit part 1	

- All the information will be auto filled from your previous Part. Verify that everything looks correct and fill in missing information.

- 'Save'.

New Tax Parts: Federal Tax Credit part 1

Property Information

* Property Name
Hous4

* Property Address
600 E. Locust

* Property City
Des Moines

* Property County
Polk

* Property State
IA

* Property Zip
50309

Contact Information

* Project Contact Name
SHPO

Project Contact Organization
SHPO

* Project Contact Address 1
600 E. Locust St.

* Project Contact Phone
555-555-5555

Project Contact Address 2

* Project Contact Email
shpotaxicredit@iowaeda.com

* Project Contact City
Des Moines

* Project Contact State
IA

* Project Contact Zip
50309

Applicant/Owner Information

* Applicant Name
SHPO

Applicant Organization
SHPO

Cancel Save & New Save

- Once you have saved, you are now able to upload files. Select 'Upload files' or 'Add Files'.
 - All files uploaded to ESHPO must follow NPS file format standards and file naming conventions. **The SHPO is applying these standards for both State and Federal applications.** To avoid project holds, please familiarize yourself and follow these guidelines. Guidance can be found at <https://www.nps.gov/subjects/taxincentives/hpca-electronic-submission.htm>

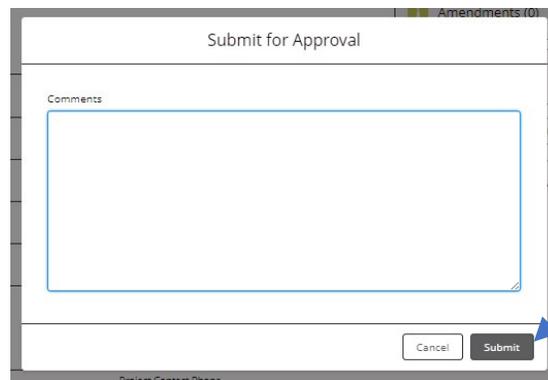
Files (0)

Add Files

Upload Files

Or drop files

- Once all fields are filled out, saved and files uploaded for the Tax Part, click **'Submit for Approval'**. This is followed by a second screen that allows you to enter final comments. You will then select **'Submit'**. This will submit your Part for review. **Failing to complete this step will leave your Part in draft and the SHPO will not be made aware that your Part is ready for review.** The record will now be locked, and you will not be able to make changes.



7. Commonly asked questions

<i>Do I need to request ESHPO access for each project that I am working on?</i>	No, once you have an ESHPO account you can login and create cases and associated parts for all your tax credit projects.
<i>I am a consultant submitting an application on behalf of an owner. Can both of us log in and access the tax credit project?</i>	No, ESHPO only allows for one project 'owner' and therefore only one user may submit applications or view anything related to the project in ESHPO.
<i>I have already created a federal case and a federal Part 1, but I would also like to apply for state tax credits. Do I also need to create a case and Part 1 for state?</i>	Yes, because State and Federal tax credits are different programs, they have unique application and documentation requirements. They must have separate Cases and Parts in ESHPO so that they can be tracked separately.
<i>When do I submit applications using ESHPO and when do I use Iowa Grants?</i>	ESHPO: State/Federal Part 1 and Part 2 ESHPO: Federal Part 3 Iowa Grants: State Part 2B and Part 3
<i>Why is ESHPO showing that my Part is closed but I know the Part has not been approved?</i>	If your Part has been placed on hold either at intake for administrative reasons or by the project reviewer, the Part will be closed to allow you as the applicant to submit a response which requires the creation (cloning) of a new Part. Always check your junk/spam folders if you are looking for responses related to projects.
<i>I created a new case and/or part but I did not receive an email confirmation.</i>	Once you have created your case/part, saved and uploaded files, you need to 'submit for approval'. If this is not done, your case/part will remain in 'draft', and you will not receive a confirmation email and the SHPO will not be notified that you have a case/part ready to be reviewed.
<i>I have submitted my case/part for approval, but I forgot to include something. How do I update my submission?</i>	Contact the SHPO and if your application has not been processed yet it can be reopened to allow you to make changes.
<i>I uploaded all my application documents, but I can't find them anywhere. Where did they go?</i>	Once you upload documents, they are not visible to the applicant within ESHPO. You must maintain copies of all documents outside of ESHPO.
<i>Do I still have to mail hard copies of all Federal tax part application materials?</i>	Starting August 15, 2023, NPS no longer requires that applications and associated documents be provided in hard copy. All Federal and State applications should be submitted electronically through ESHPO or Iowa Grants. See Historic Preservation Certification Application - Historic Preservation Tax Incentives (U.S. National Park Service) (nps.gov) for more details.
<i>I am ready to upload my application materials. Where do I find guidance on the new NPS electronic submission requirements and file naming conventions?</i>	Electronic Submission of Certification Applications - Historic Preservation Tax Incentives (U.S. National Park Service) (nps.gov)
<i>I am unclear on what documents need to be included in my application. Where do I find guidance on this?</i>	Federal: Historic Preservation Tax Incentives (U.S. National Park Service) (nps.gov) and Historic Preservation Certification Application Instructions Application Instructions (nps.gov) State: Iowa Arts & Culture (iowaeda.com)