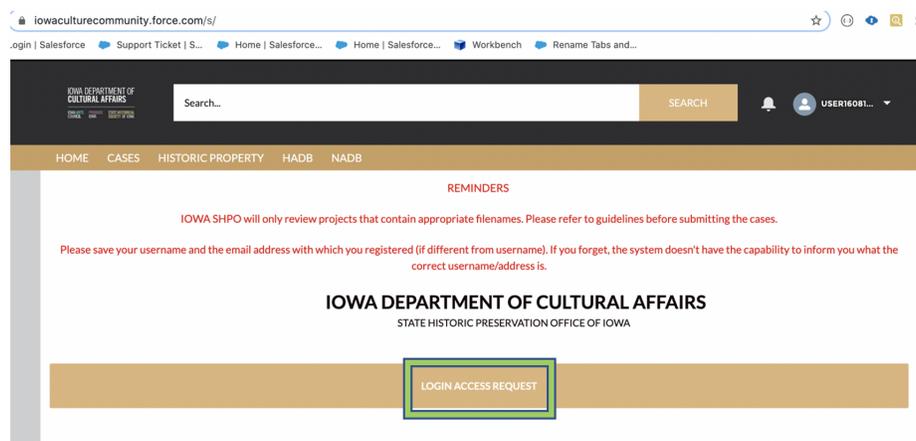


## SECTION 106 PROJECT

You will need to create a Case whenever you would like to submit a **Section 106 Project**.

1. First, you will need to navigate to the Community webpage.
  - a. Go to <https://iowaculturecommunity.force.com>

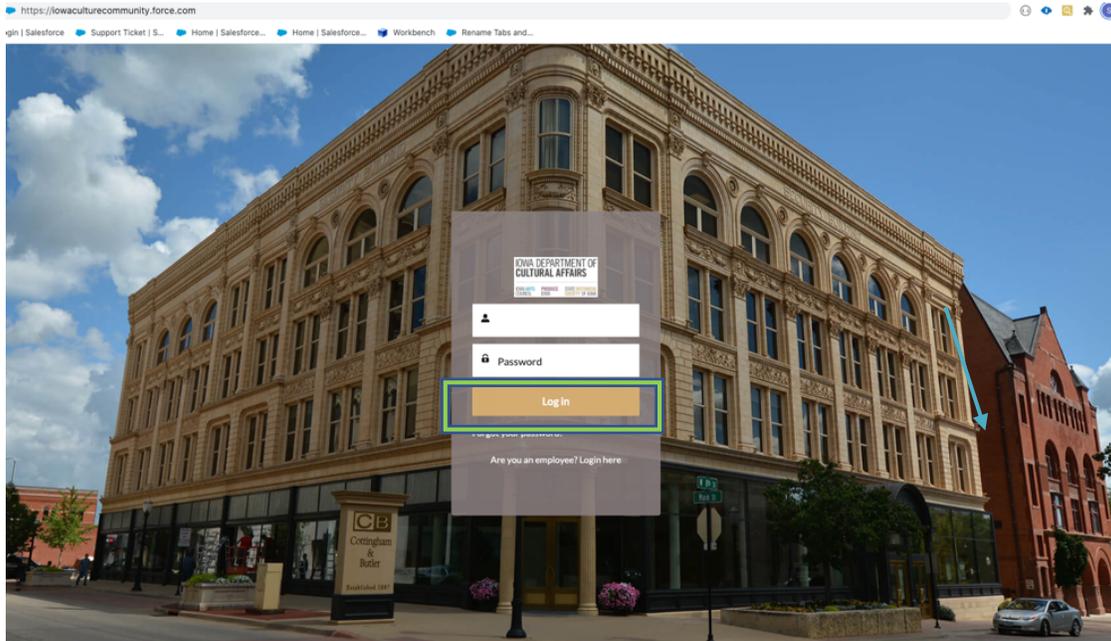


2. Click on Login Access Request.
  - a. Please fill the Login Access request form to get access to the community page.
  - b. Please click submit and you will receive an email communication regarding your account from the SHPO Salesforce Team.

The screenshot shows the 'LOGIN ACCESS REQUEST FORM' in the Salesforce Community. The form is titled 'LOGIN ACCESS REQUEST FORM' and is highlighted with a green box. It contains the following fields:

- \* Status: A dropdown menu with 'New' selected.
- What type of Project you are working on?: A dropdown menu with '--None--' selected.
- \* Agency Name/Company: A text input field.
- Consultant: A checkbox that is unchecked.
- Applicant Name: A text input field.
- Applicant Phone: A text input field.
- Applicant Email: A text input field.
- Applicant Address 1: A text input field.

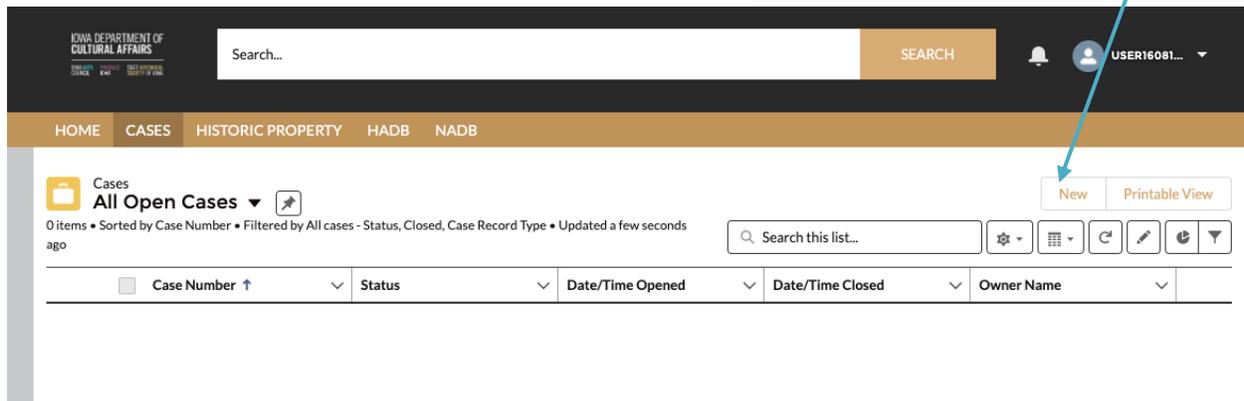
3. Enter the username and password that you have been emailed and click Log in



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 **Section 106 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. You should be presented with the screen with fields to enter 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 Section 106 Project.

**New Case: Section 106**

**Agency Information**

\* Status  
Draft

\* Agency Name/Company

Lead Agency

Consultant

**Other Agencies**

Available

- Advisory Council on Historic Pre...
- Air Force
- Air National Guard
- Department of the Army

Chosen

\* Property Address

\* Property City

\* Property County

Cancel Save & New Save

9. Case is saved and Case # generated.

10. If a **Historic Property** is involved in the project (Related Historic Property), you will need to search for and relate an existing historic property record or create a new historic property record.

- a. Relate a Historic Property to your case by clicking New.
- b. **Search Historic Properties** records for the property involved in your project.  
\*User will be able to Search for Historic Properties in Search this list.

11. Create a New **NADB** Form (if you have a new archaeological survey to submit) by clicking New.

12. Create a New HADB Form (if you have a new architectural survey to submit) by clicking New.

- a. User will be able to **Upload Files**

13. Users can relate multiple **Historic Properties** and Search for related Historic Properties to the particular case under Related **Historic Property** Tab and Click **Save**. By doing this, we are making sure that your project information stays connected to the historic properties involved in your project.

### New Related Historic Property

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**Information**

Related Historic property # Owner  
Saikal Community user

Case

Historic Property

HADB

---

14. Users can create a New **NADB** form when they wish to submit an archaeological survey and Click **Save**.

### New NADB

---

**NADB-Citation**

NADB

R&C Number

Type

Case

Doc

Pubtype

Author1

---

15. Users can create New HADB form when they wish to submit a new architectural survey and Click Save

**New HADB**

**Details**

HADB

Case

00003357

Historic Property

Search Historic Properties...

Title ⓘ

HADB # ⓘ

Source of Study ⓘ

--None--

Source Reference # ⓘ

Cancel Save & New **Save**

16. User will be able to Upload Files about their projects. These files could include a cover letter, project description, plans, reports, and shapefiles.

- a. Click Upload Files on the right side on the Attachments section of the case page

Files (0) Add Files

Upload Files

Or drop files

17. Once all the fields appropriate fields are completed (and saved) and all required Forms

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(NADB/HADB/Historic Property) attached:

a. Please Click Submit for Approval Tab.

HOME CASES HISTORIC PROPERTY HADB NADB

Case 00003425 + Follow Printable View **Submit for Approval**

Case Record Type: Section 106  
Case Owner: Saikal Community user  
R&C Number  
SHPO Comment  
Agency Determination  
Days Open for Review

**Agency Information**

Status: Draft  
Agency Name/Company: Test Agency  
Lead Agency:   
Consultant:   
Other Agencies  
Property Address: 123 Grand ave  
Property City: Des Moines  
Property County: Polk  
Property Zip: 50071

**Contact Information**

Related Historic Property (0) New  
Related Agreements (0) New  
National Register Status (0) New  
NADB (0) New  
HADB (0) New  
Files (0) Add Files  
Upload Files  
Or drop files

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