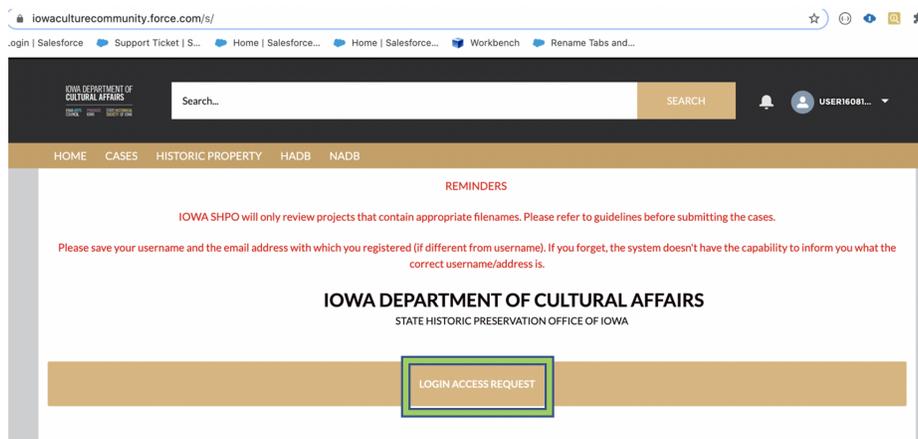


FEDERAL TAX CREDIT

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>

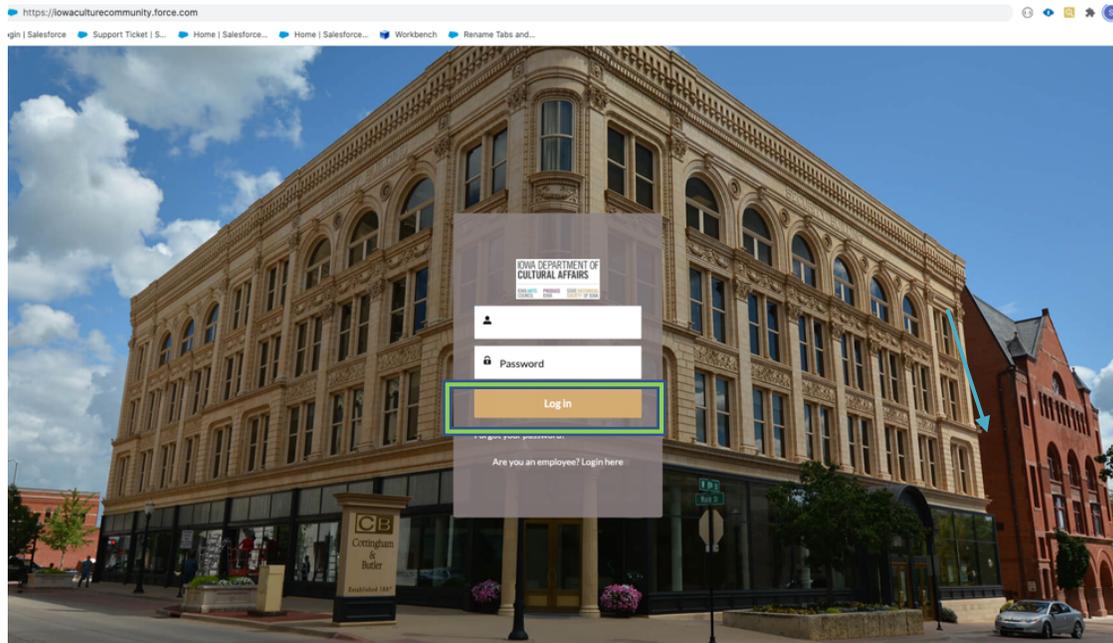


2. Click on Login Access Request.

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

A screenshot of the 'LOGIN ACCESS REQUEST FORM' on the website. The form is titled 'LOGIN ACCESS REQUEST FORM' in a green and blue bordered box. It contains several input fields: a dropdown menu for 'Status' (set to 'New'), a dropdown menu for 'What type of Project you are working on?' (set to '--None--'), a text field for 'Agency Name/Company', a checkbox for 'Consultant', a text field for 'Applicant Name', a text field for 'Applicant Phone', a text field for 'Applicant Email', and a text field for 'Applicant Address 1'. The form is set against a white background with a dark header and navigation menu.

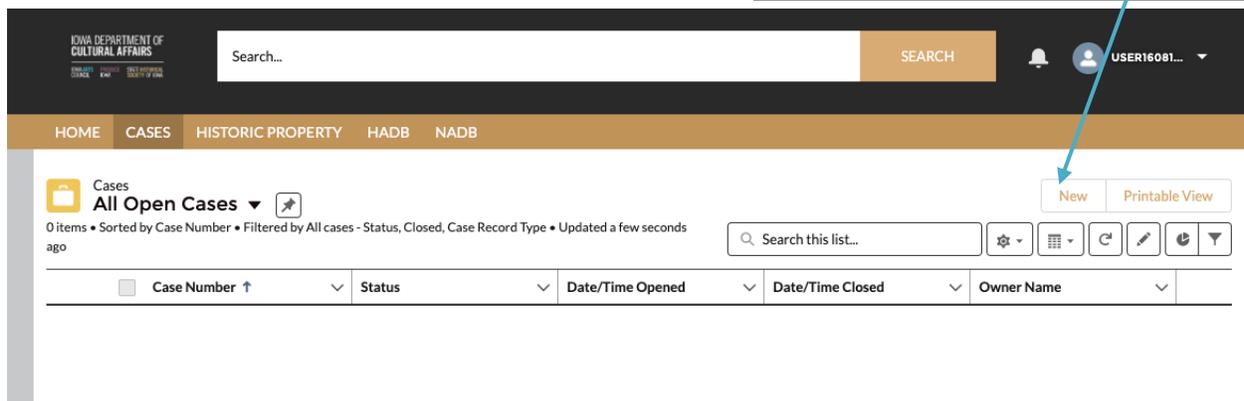
3. Enter the username and password that you have been emailed and click Log in



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

NPS Project Number

* Property Name ⓘ

* Property Address

* Property City

* Property County
--None--

Property State
IA

* Property Zip

* Agency Name/Company ⓘ

Cancel Save & Next 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**.

- a. 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

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

Search... SEARCH USER16085...

HOME CASES HISTORIC PROPERTY HADB NADB

Tax Parts PR-06937

Submit for Approval Printable View

Property Name	Case	Record Type	Days Open for Review
Test DCA	00033583	Federal Tax Credit part 1	

Amendments (0) New

Property Information

Property Name: Test DCA

Property Address: 123

Property City: Burke

Property County: Adair

Property State: IA

Property Zip: 55555

Contact Information

Project Contact Name: jo

Project Contact Address 1: ask

Project Contact Address 2:

Project Contact City: Daltz

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.