

ESHPO Quick Training Reference Guide

Federal and State Historic Tax Credits

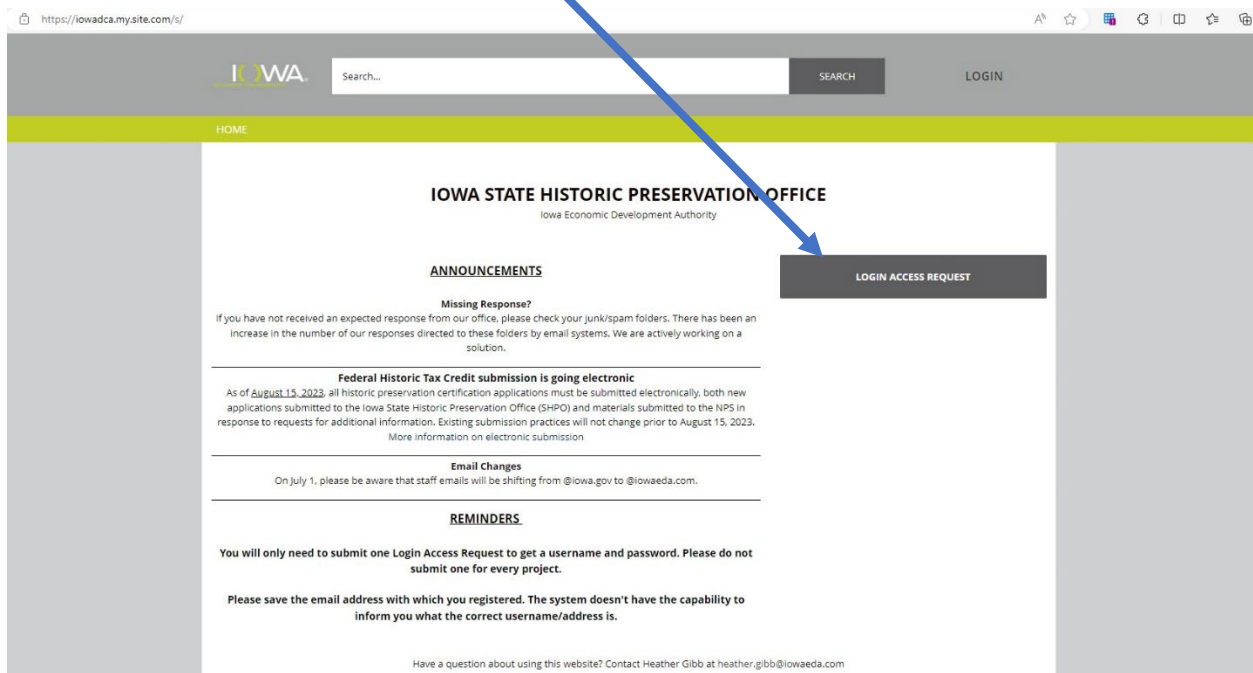
This document will provide guidance on the following:

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

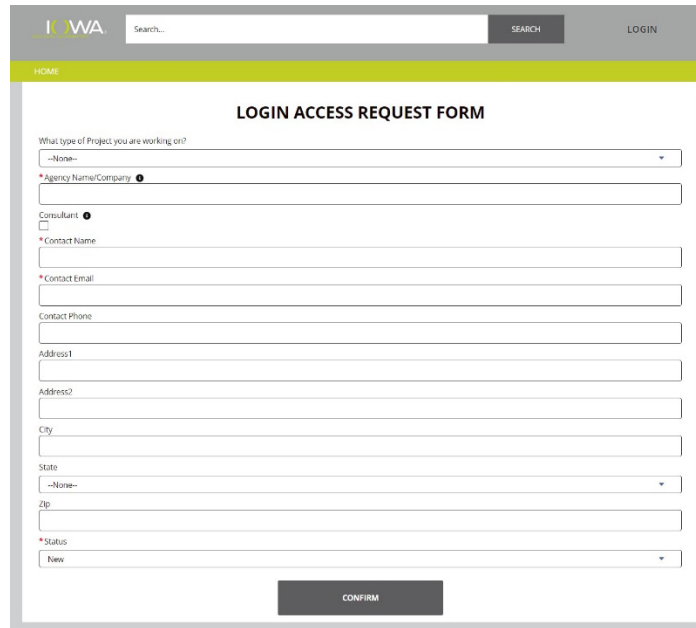
Note: Only required for first time users. If you have forgotten your password, click ‘forgot password’ on the log in page. Your username is the email that you used when you signed up for an account.

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



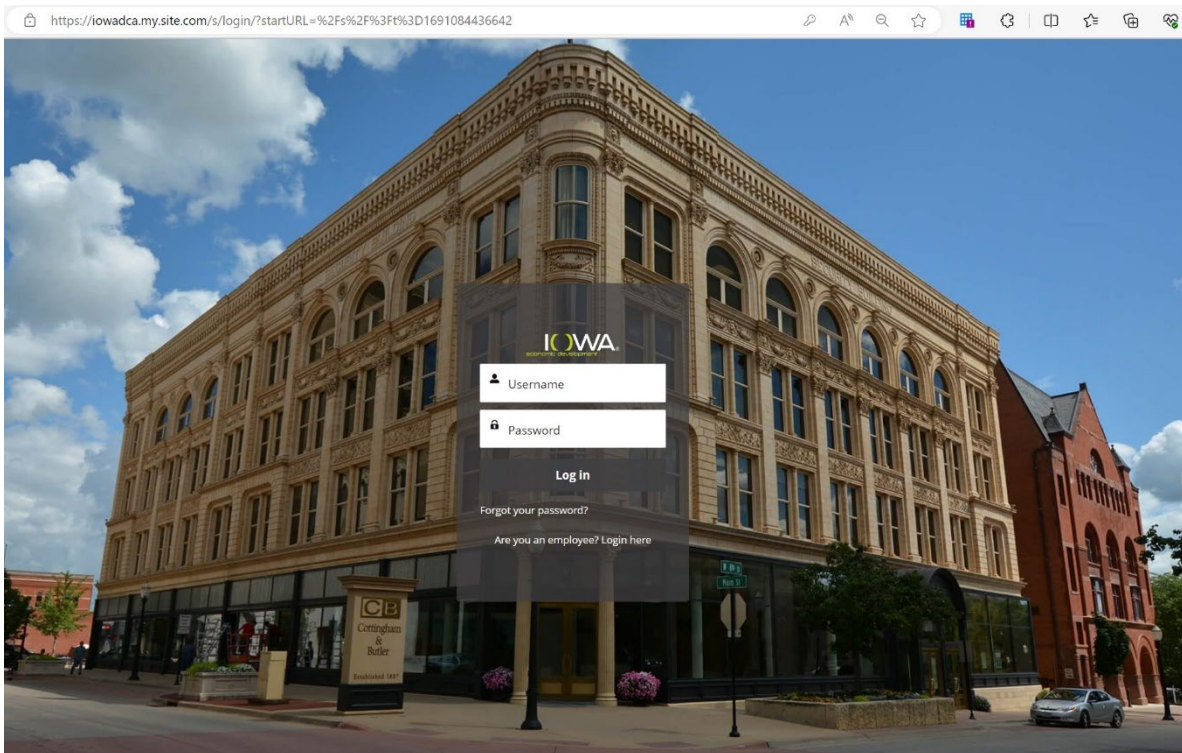
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- Fill out the **Login Access Request Form** to request access to the community page. You will receive an email, usually within 24 hours, with a password.



The screenshot shows a web browser window displaying the IOWA website. At the top, there is a search bar and a 'LOGIN' link. Below this is a green navigation bar with 'HOME' highlighted. 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 **Federal** 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.

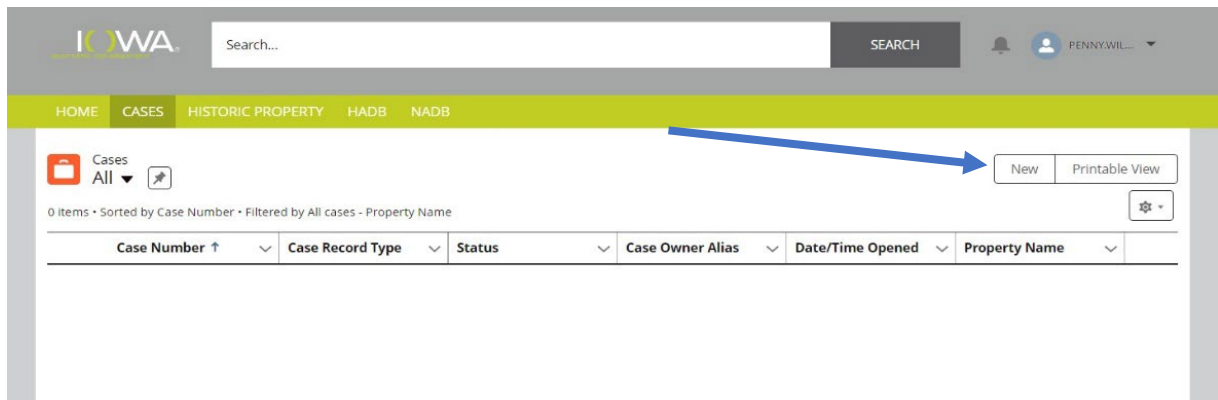
- Login to ESHPO
- Navigate to the **'Cases'** tab and click to open. You will also see any previous cases that you own on this screen.

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, the previous online submission portal for State applications.

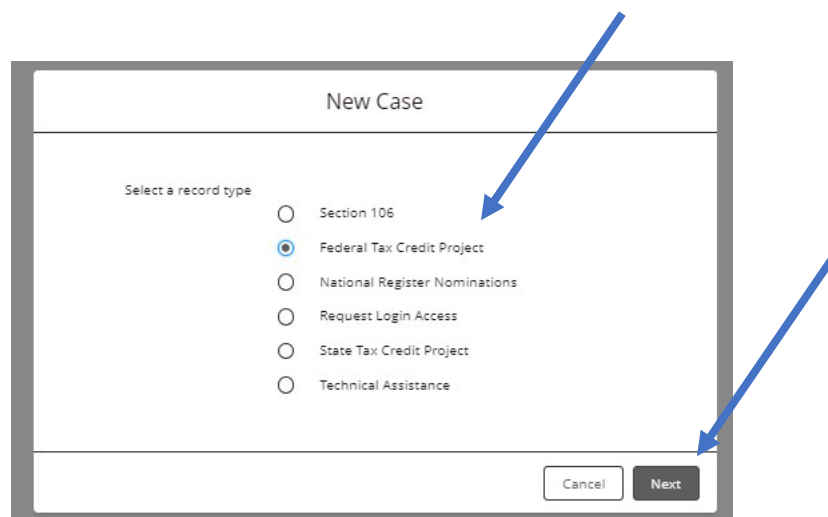


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- To create a new case, click **'New'**.



- 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

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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

+ Follow Printable View Submit for Approval

Case Record Type
Federal Tax Credit Project

Case Owner
Penny Wilcoxson

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- 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:

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...	Submitt...	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.

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

A screenshot of a detailed form for "Tax Parts PR-13771". At the top right are buttons for "Submit for Approval", "Printable View", and "Clone". The form is divided into several sections:

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

Property Information

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

Applicant/Owner Information

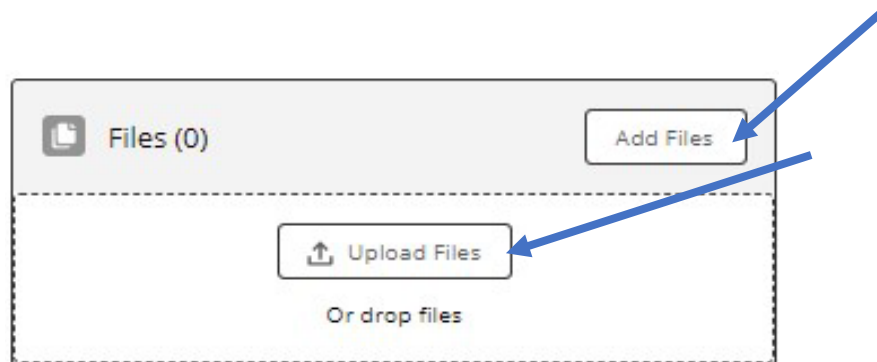
- Applicant Name:
- Applicant Organization: [Redacted]

On the right side of the form, there are two sections: "Amendments (0)" with a "New" button, and "Files (0)" with an "Add Files" button and an "Upload Files" button. Below the "Upload Files" button is the text "Or drop files".

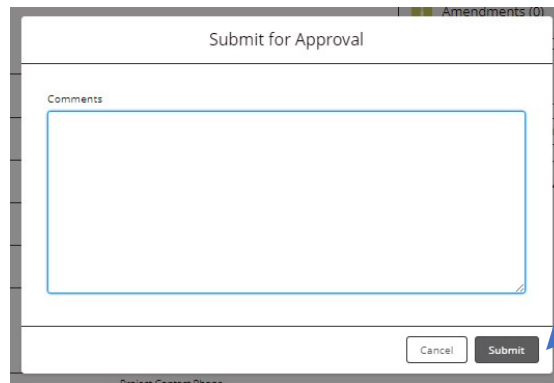
- Once you have saved, you are now able to upload files. Select **'Upload files'** or **'Add Files'**.

Part 1 Documentation Requirements (State: see culture.iowaeda.com for further details; Federal: see [Historic Preservation Certification Application Instructions Application Instructions \(nps.gov\)](https://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. After this point you will not be able to see the files uploaded, you must retain a copy for your records.



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

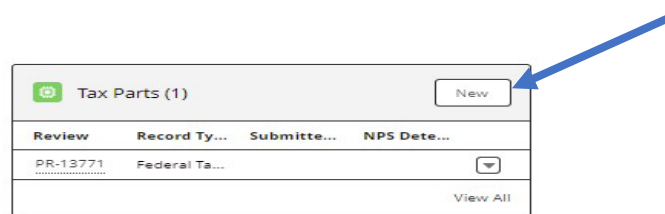
If you have received approval for a previous Part and are ready to fill out a Part 2 application (State or Federal) or a Part 3 application (Federal only) follow these steps. No need to create a new case as Parts 2 and 3 will already have a case associated with them.

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'.



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

New Tax Parts: Federal Tax Credit Part 2

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

Applicant/Owner Information

Applicant Name

Applicant Organization

Applicant Address 1

Applicant Phone

Cancel Save & New Save

- 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://Historic Preservation Certification Application Instructions Application Instructions (nps.gov)))

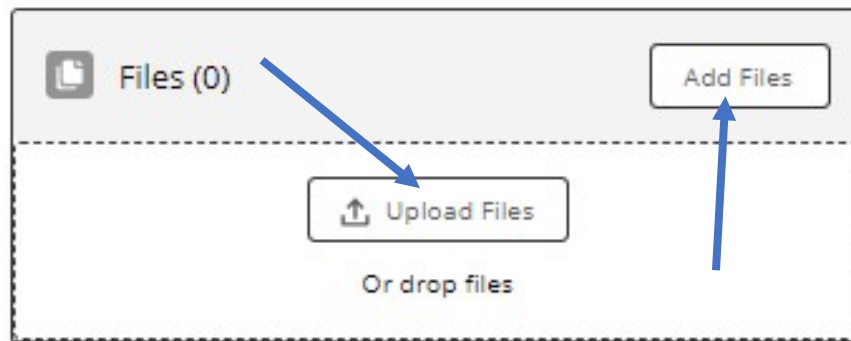
- Rehabilitation Documentation (Drawings and supplemental documentation)
- Detailed Description Form (must use current NPS Part 2 Form for federal program)
- Photo Key
- Photos
- Special Considerations (as project requires)
 - QRE Schedule (required for State program)
 - Historic Images (if available)

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- Window Conditions Documentation
- Structural Analysis
- Visibility Studies
- Mortar Analysis

Part 3 Documentation Requirements (Federal: see [Historic Preservation Certification Application Instructions Application Instructions \(nps.gov\)](#))

- 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>

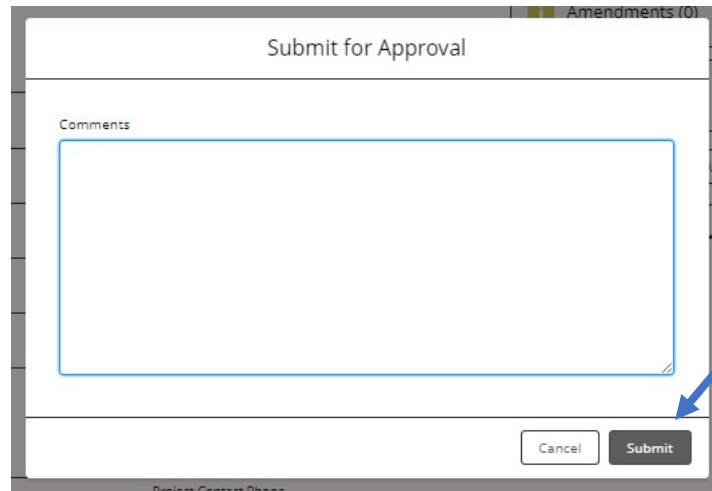


- Once all fields are filled out, saved and files uploaded for the Tax Part, click **'Submit for Approval'**. This is followed by a second 'comments' screen. Please do not enter any comments here. You will then select **'Submit'**. This



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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. After this point you will not be able to see the files uploaded, you must retain a copy for your records.



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'**.

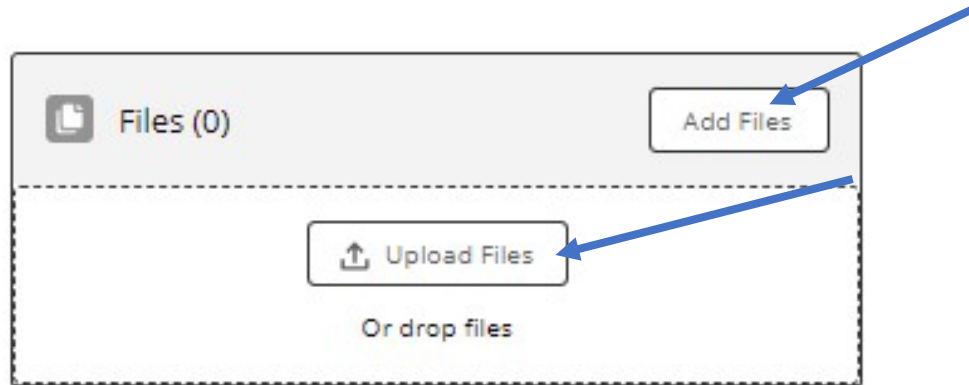


- Fill out all the fields and select **'Save'**.

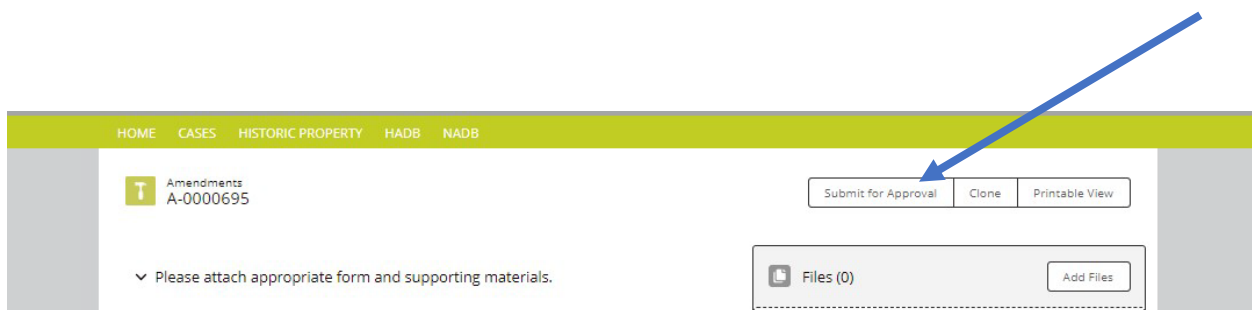
A screenshot of the 'New Amendments' form. The form contains several sections: 'Information' with a text field for 'Amendment Name', 'Tax Parts' (PR-13771), and a dropdown for 'Tax Part Type' (set to '--None--'); 'Signature' section with checkboxes for 'Applicant is legal owner, or otherwise Qualifies as Eligible Taxpayer', 'Authorization', and 'I am submitting on behalf of applicant', followed by text fields for 'Signature (Print Name)' and 'Signature Date'; and 'SHPO Documentation' section with a 'Case' dropdown and a 'Reviewer' field. At the bottom right, there are three buttons: 'Cancel', 'Save & New', and 'Save'. A blue arrow points to the 'Save' button.

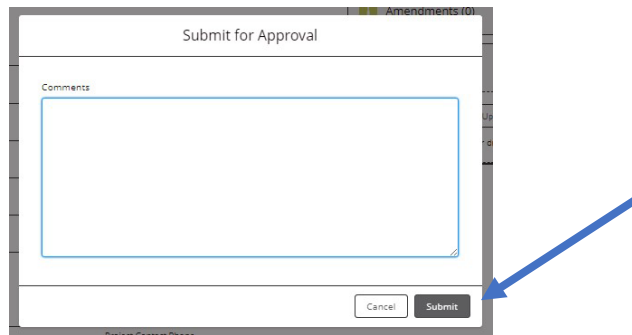
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- Once you have saved, you are now able to upload files. Select **'Upload files' or 'Add Files'**.
 - All files uploaded to ESHPO must follow NPS file format standards and file naming conventions. **The SHPO is applying these standards for both State 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>



- 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. After this point you will not be able to see the files uploaded, you must retain a copy for your records.





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).



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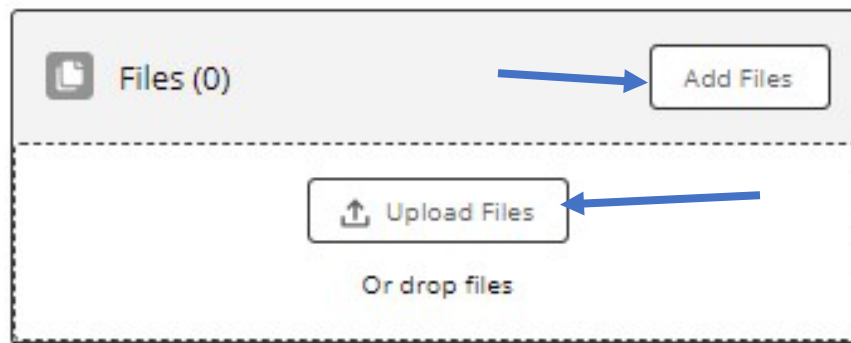
- Clone the Part by selecting the **'Clone'** button.



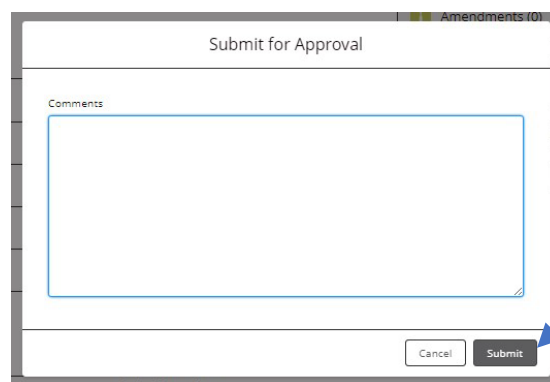
- All the information will be auto filled from your previous Part. Verify that everything looks correct and fill in missing information.
- **'Save'**.

A screenshot of a form titled 'New Tax Parts: Federal Tax Credit part 1'. The form is divided into three main sections: 'Property Information', 'Contact Information', and 'Applicant/Owner Information'. Each section contains several input fields with red asterisks indicating required fields. The 'Property Information' section includes fields for Property Name (filled with 'House'), Property Address (filled with '600 E. Locust'), Property City (filled with 'Des Moines'), Property County (filled with 'Polk'), Property State (filled with 'IA'), and Property Zip (filled with '50309'). The 'Contact Information' section includes fields for Project Contact Name (filled with 'SHPO'), Project Contact Address 1 (filled with '600 E. Locust St.'), Project Contact Address 2 (empty), Project Contact City (filled with 'Des Moines'), Project Contact State (filled with 'IA'), Project Contact Zip (filled with '50309'), Project Contact Organization (filled with a dropdown menu), Project Contact Phone (filled with '555-555-5555'), and Project Contact Email (filled with 'shpotaxcredit@iowaeda.com'). The 'Applicant/Owner Information' section includes fields for Applicant Name (filled with 'SHPO') and Applicant Organization (filled with a dropdown menu). At the bottom right of the form, there are three buttons: 'Cancel', 'Save & New', and 'Save'. A blue arrow points to the 'Save' button.

- 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>



- 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. After this point you will not be able to see the files uploaded, you must retain a copy for your records.



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. However, if you have worked on a project in the past (i.e. via CACTAS, for example) please contact the SHPO so that you can be given access to the project in ESHPO.
<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. If you would like to provide verification of an application being submitted via ESHPO to an owner for instance, you can either forward the confirmation email that is sent after you 'submit for approval' or use the 'print' button at the top corner of each ESHPO application page to print for your records.
<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 Part 1 and Part 2 ESHPO: Federal Part 1, Part 2, 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 accepts hard copy applications. All Federal and State applications must 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.

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<p><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></p>	<p>Electronic Submission of Certification Applications - Historic Preservation Tax Incentives (U.S. National Park Service) (nps.gov)</p>
<p><i>I am unclear on what documents need to be included in my application. Where do I find guidance on this?</i></p>	<p>Federal: Historic Preservation Tax Incentives (U.S. National Park Service) (nps.gov) and Historic Preservation Certification Application Instructions (nps.gov) State: Iowa Arts & Culture (iowaeda.com)</p>
<p><i>What information must I provide for a project that has been placed on hold?</i></p>	<p>Federal: Use the NPS amendment/advisory determination form (NPS Form 168b) and mark the box "additional information for a project on hold". Further guidance can be found at HPCA Guidance for Electronic Submission - Responding to Holds (nps.gov) State: How to Apply Iowa Arts & Culture (iowaeda.com)</p>