



NATIONAL REGISTER NOMINATION PROJECT

You will need to create a Case whenever you would like to submit a **National Register Nomination Project**.

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

	iowaculturecommunity.for	rce.com/s/						*) 🛛 🔹 🛤
.ogin	Salesforce 🛛 🕭 Support Tic	cket S 🐤 Home Sale	esforce 🗭 H	Home Salesforce	. 🧃 Workbench	Rename Tabs and		
	CULTURAL AFFAIRS	Search					SEARCH	👱 USER16081 👻
	HOME CASES H	IISTORIC PROPERTY	HADB NAD	в				
	REMINDERS							
	IOWA SHPO will only review projects that contain appropriate filenames. Please refer to guidelines before submitting the cases.							
	Please save your username and the email address with which you registered (if different from username). If you forget, the system doesn't have the capability to inform you what the correct username/address is.							
	IOWA DEPARTMENT OF CULTURAL AFFAIRS STATE HISTORIC PRESERVATION OFFICE OF IOWA							
				LOG	SIN ACCESS REQUES	T		

- 2. Click on Login Access Request.
 - a. Please fill the Login Access request form to get access to the community page.

IOWA DEPARTMENT OF CULTURAL AFFAIRS	Search		SEARCH	Ļ	USER16081 ▼
HOME CASES H	HISTORIC PROPERTY	HADB NADB			
		LOGIN ACCESS REQUEST FORM	4		
• Status	-				•
What type of Project yo	ou are working on?				
None					•
* Agency Name/Compa	iny 🕚				
Consultant					
Applicant Name 🕚					
Applicant Phone					
Applicant Email					
Applicant Address 1					
l					

- <complex-block>
- 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

0 items • Sorted by Case Number • Filtered by All cases - Status, Closed, Case Record Type • Updated a few seconds

✓ Status

b. Select the **Case**

Search...

HOME CASES HISTORIC PROPERTY HADB NADB

Cases All Open Cases ▼ 🖈

Case Number 1

IOWA DEPARTMENT OF CULTURAL AFFAIRS

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✓ Owner Name

Q Search this list...

✓ Date/Time Closed

✓ Date/Time Opened

- 5. 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 National Register Nomination Project.
 - b. Click **Next**

Select a record type Federal Tax Credit Project National Register Nominations Request Login Access Section 106 State Tax Credit Project Technical Assistance

Cancel Ne

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 **National Register Nomination Project.**

Status			
Draft			•
Property Type			
Available	Chosen	_	
Building Object			
Structure			
Site			
Property Name			
Property Address			
Property County			
None			•
Property City			
Property State			
]
Property Zip			

New Case: National Register Nominations

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HOME CASES HISTORIC PROPERTY HADB NADB	
Case OOO03357 Case Record Type Days Open for Review National Register Nominations	+ Follow Printable View
Property information Status	Related Historic Property (0) New
New Property Type	Related Agreements (0) New
Building Property Name Test NR Nominations Friday	😇 National Register Status (0) New
Property Address 123 State	
Property County Polk	
Property City Johnston	ADB (0) New
Property State	

9. User is required to **Upload Files** - this is where the nomination draft and all photos should be submitted.

- a. Place nomination draft and all photos into a zipped folder. This is what you will upload to Salesforce.
- b. Click **Upload Files** on the right side on the Attachments section of the case page to upload the zipped folder of all nomination materials. Do not upload individual files.

	Add Files
▲ Upload Files	
Or drop files	
	Cr drop files

10. Create a New Historic Property Record by clicking New

a. Search for Historic Property Records
 User will be able to Search for Historic
 Properties in Search this list

11. Create a New NADB form if you are providing a new archaeological survey report by clicking New.

12. Create a New HADB form if you are providing a new architectural survey report by clicking New.

13. User will be able to Attach multiple Historic Properties and Search Historic Property related to the particular case under Related Historic Property Tab. Click Save

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New Related Historic Property

elated Historic property #	Owner Saikal Community user
Case	×
Search Historic Properties	٩.
Search HADB	۹.

Related Historic Property (0)	New	
Related Agreements (0) New		
😇 National Register Status (0)	New	
▶ NADB (0)	New	
7 HADB (0)	New	

Save

Save & New

Cancel

14. Community user will be New NADB able to create New NADB form Click Save NADB-Citation NADB R&C Number Туре Case 00003357 × Doc Pubtype ---None--Author1 Cancel Save & New 15. Community user will be able **New HADB** to create New **HADB** form Click Save Details HADB Case \times 00003357 Historic Property Q Search Historic Properties... Title 🚯 HADB# 🚯 Source of Study 🚯 --None--• Source Reference # Cancel Save & Net

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

STATE HISTORICAL PRESERVATION OFFICE OF IOWA | 3rd Floor East | 600 E. Locust St. | Des Moines, IA 50319 | (515) 281-5111 | iowaculture.gov

a. Please Click Submit for Approval Tab.

HOME CASES HISTORIC PROPERTY HADB NADB	
Case 00003419	+ Follow Printable View Submit for Approval
Case Record Type Days Open for Review National Register Nominations	
✓ Property information	Related Historic Property (0) New
Status Draft	
Property Type Building	Related Agreements (0) New
Property Name Test Property	National Register Status (0) New
Property Address 123 Test Address	
Property County Adair	NADB (0)
Property City Des Moines	ADB (0)
Dronorty Stato	

