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.
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**

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**.
9. Case is saved and case# generated.

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.
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.
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.