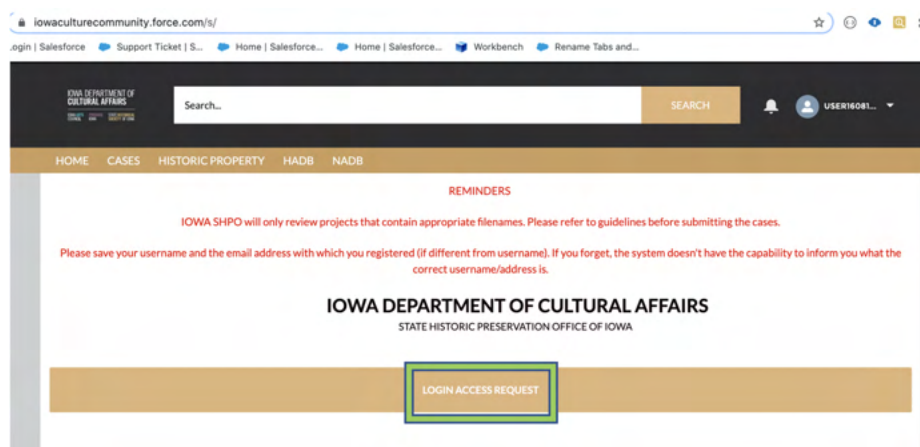


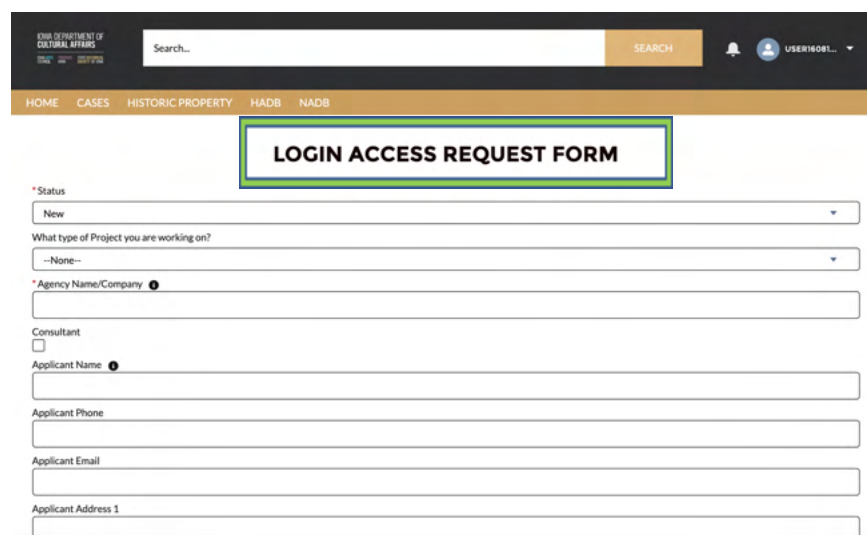
TECHNICAL ASSISTANCE PROJECT

You will need to create a Case whenever you would like to submit a **Technical Assistance Project**.

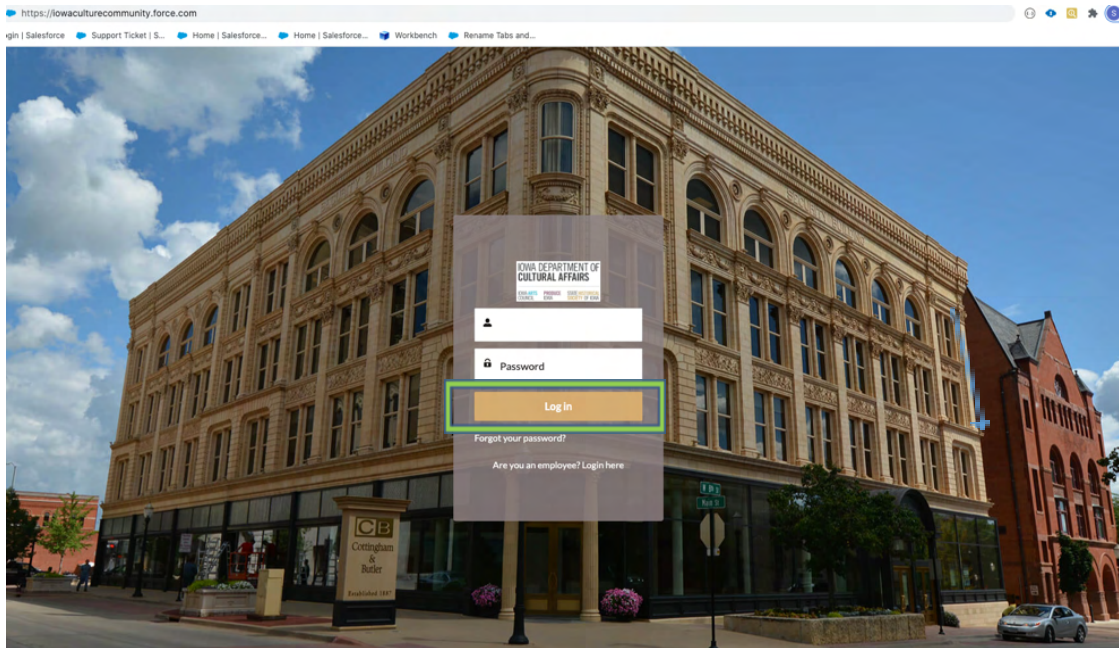
1. First, you will need to navigate to the Community webpage.
 - a. Go to <https://iowaculturecommunity.force.com>



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

A screenshot of the 'LOGIN ACCESS REQUEST FORM' on the Iowa Department of Cultural Affairs website. The form is titled 'LOGIN ACCESS REQUEST FORM' in a green-bordered box. It contains several input fields: a dropdown menu for 'Status' with 'New' selected; a dropdown menu for 'What type of Project you are working on?' with '--None--' selected; a text input field for 'Agency Name/Company'; a checkbox for 'Consultant'; a text input field for 'Applicant Name'; a text input field for 'Applicant Phone'; a text input field for 'Applicant Email'; and a text input field for 'Applicant Address 1'.

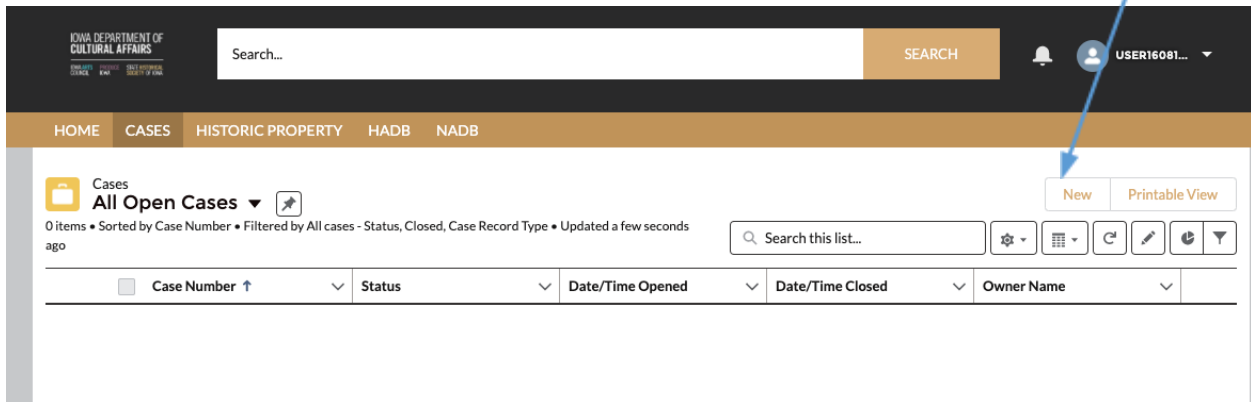
3. Enter the username and password that you have been emailed and click Log in



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. 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 **Technical Assistance 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 **Technical Assistance Project.**

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

New Case: Technical Assistance

Contact Information

Contact name

Consultant

*Address1

Address2

Street Name

State

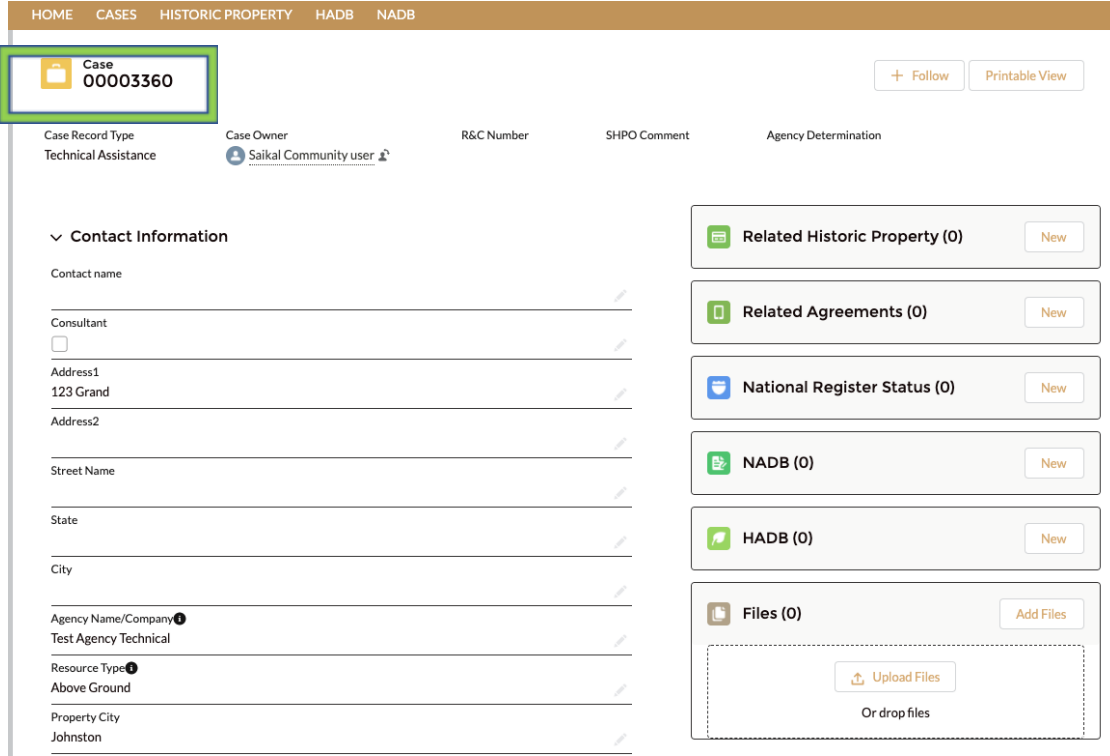
--None--

City

*Agency Name/Company ⓘ

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.

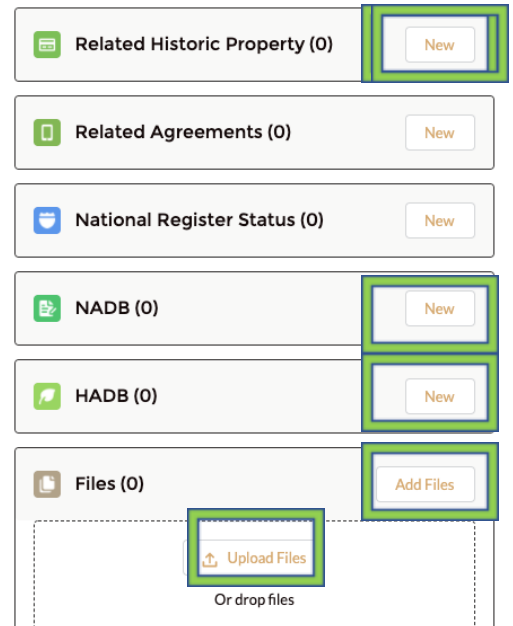
- a. Relate a Historic Property to your case by clicking New.
- b. Search Historic Properties records for the property involved in your project.
 - * User will be able to Search for Historic Properties in Search this list.

11. Create a **New National Register Status** by clicking **New**

12. Create a New **NADB** by clicking **New**

13. Create a New **HADB** by clicking **New**

16. User will be able to **Upload Files**



17. 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

Information

Related Historic property # Owner
Saikal Community user

Case

Historic Property

22. Community user will be able to create New **NADB** form Click Save

New NADB

NADB-Citation

NADB

R&C Number

Type

Case

Doc

Pubtype

Author1

23. Community user will be able to create New **HADB** form 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

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

KB Click **Upload Files** on the right side on the Attachments section of the case page

Files (0) Add Files

Upload Files

Or drop files

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

Submit for Approval

Comments

Cancel

Submit

24. **Technical Assistance** case "Submit for Approval" notifies IOWA SHPO team that you project is ready for review.