GEORGIA DEPARTMENT
of **COMMUNITY AFFAIRS**

Welcome to the DCA – HPD Tax Incentives Online Database!

It is our hope that going online will make the **State and Federal** Tax Incentives Application more accessible.

These instructions provide guidance for those applying to the State and Federal Tax Credit Program. Instructions for those applying to the State Tax Credit Program only can be found at:
https://dca.georgia.gov/community-assistance/historic-preservation/state-tax-incentives/state-tax-incentives-documents.

LINK TO DATABASE
https://hpd.ga.gov/nrtigers/login

Step 1: Create profile
To access the database, you will need a user profile. On the home screen, select *New User? Register*

The first box on the Registration page asks for Registration Type. Select *TI Applicant*.

From there, please fill in your information in the Registrant Application. All items with an asterisk* are required. At this time, we do not need documents in the registration page. While there is an asterisk* in the Documents section, you can still submit the registration without uploading documents.

As of May 30, 2024, the Georgia National Register program also went digital. Online submission of National Register materials will streamline the National Register process, and HPD therefore strongly encourages digital submissions.

If a Preliminary Determination of Individual Listing (PDIL) or a Preliminary Determination of Historic District (PDHD) application is being submitted, please register as a TI Applicant AND NR Applicant. The ctrl or ⌘ key can be used to select multiple roles from the Registration Type drop-down menu. While holding down the ctrl or ⌘ key, select TI Applicant and scroll down to select NR Applicant.

Registration Type *	TI_Applicant	Registration Guidelines
	ER Applicant	
	ER Researcher	
	Regional Representative	

Registration Type *	HPC Researcher	Registration Guidelines
	Georgia Heritage Applicant	
	NR Applicant	
	Survey Submitter	

NOTE: If an **existing user**, after logging in, click on your name in the upper right-hand corner of the screen. This will take you to the User and Company Information page where you can select another registration type if needed.

PDIL/PDHD Applications:

If submitting a Part A application for a property not yet listed in the National Register, please follow the National Register program's instructions for completing the appropriate National Register Packet, which can be accessed on HPD's website: https://dca.georgia.gov/community-assistance/historic-preservation/national-register-historic-places/national-register-2, and upload required materials to the National Register Online Portal: https://hpd.ga.gov/nrtigers/login.
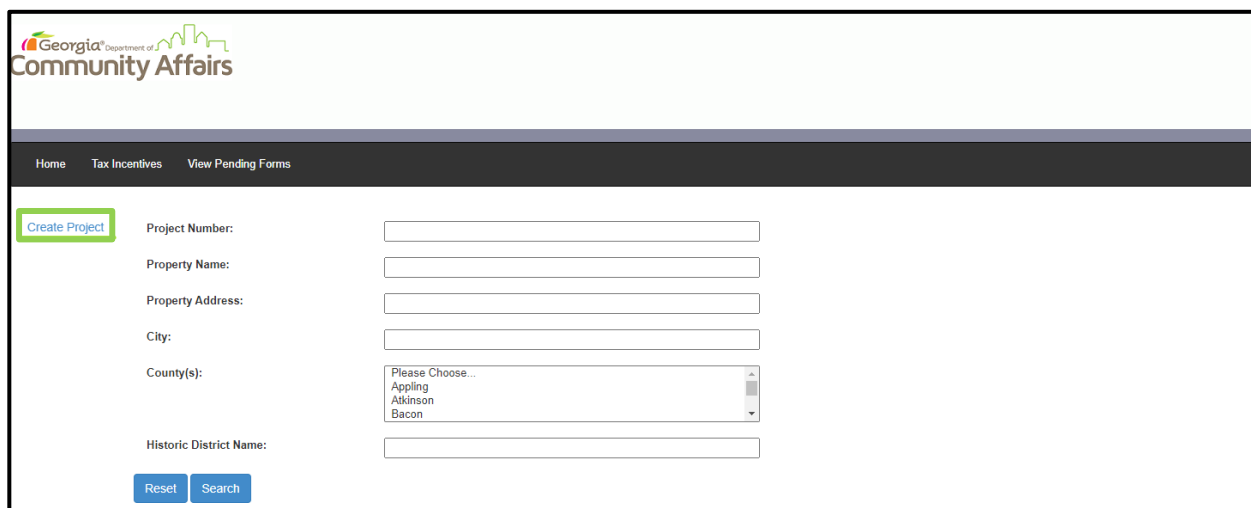
National Register preliminary eligibility forms are not part of the tax application process and should be submitted to the National Register Online Portal. However, a copy of the draft 10-900 should be submitted with your Part 1 or Part A in the Document Upload section when applicable
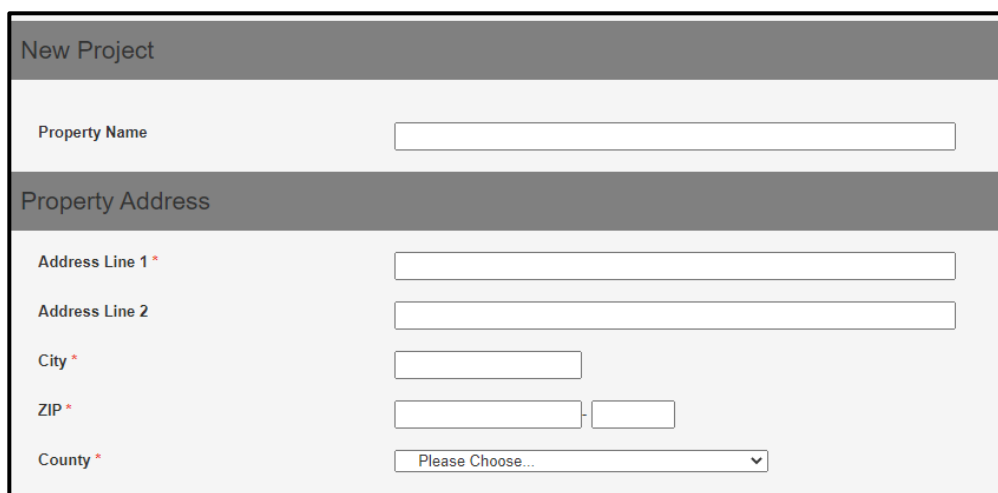
Step 2: Create Project

An initial project profile must first be created before the application and supporting documentation can be added and submitted. This project profile will house all applications, which you will not be able to edit once submitted. You will, however, be able to see that an application has been submitted, the date submitted, and the date payment is received.

To create the project profile, navigate to the Tax Incentives tab on the Ribbon bar at the top of the screen. To create a project click *Create Project*.

The *Create Project* submission will ask basic questions about the property and project contacts. Once submitted, the information in this section CANNOT be changed. Please ensure that it is correct before submitting. All items with an asterisk* are required. It is possible to save the Project as a draft, but the system will only let you do so if all the asterisk*required items are filled in. They can be changed later within the saved draft, prior to submission. Sections of the *Create Project* page are shown below with notes.

Owner Information

Field	
Project Owner Name *	
Company/Organization	
Address Line 1 *	
Address Line 2	
City *	
State *	Please Choose...
ZIP *	
Primary Phone *	
Alternate Phone	
Email *	
Fax	

If you are a consultant for a project, please enter your information in the *Contact Information* section. While the information is not *required by the system, it is necessary for our records that any consultant information is submitted, particularly your email and phone number to contact you.

Contact Information

Field	
Project Contact Name *	
Company/Organization	
Address Line 1	
Address Line 2	
City	
State	Please Choose...
ZIP	
Primary Phone	
Alternate Phone	
Email	
Fax	

Property Information and *Intended Applications* provide basic information about the project and will be displayed in the Dashboard for the property. The *Intended Applications* box signifies which tax incentives you intend to apply for.

Property Information

Original Construction Year *	
Alteration Years	
Number of Phases *	
Number of Buildings	
Building Type *	Please Choose...
NRListing Status	Please Choose...
Historic District Name	
Type of Construction *	Please Choose...
Use Before Rehab *	Please Choose...
Use After Rehab *	Please Choose...

Intended Applications

Federal Credit	☐
State Credit	☐
State Credit Cap	Please Choose...
State Freeze	☐

Like the Registration Page, this page also allows you to upload documents, though that is not required. Documents required for the Part A application should be submitted in the Part A application, see Step 3.

Step 3: Create Part A Application

Search for your property using the Property Search function in the Tax Incentives tab. Select your property by clicking on the Project Number to the far left, which is in a clickable blue font. Once you have navigated to the property dashboard, select the *New Part* Button on the far right of the screen, shown below.
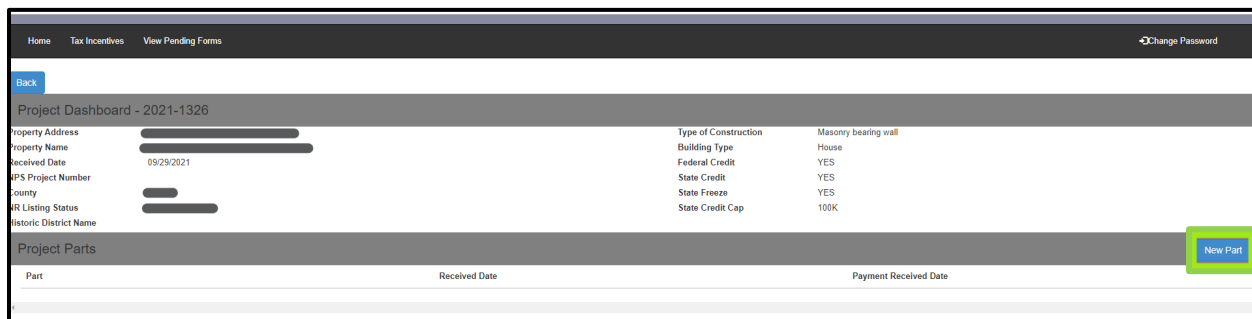
The *New Part* Button will lead you to the screen below, where you will select "Part A" from the drop-down menu, then click *Submit*.

Once you click *Submit*, the screen will change to the Part A Application page. This page is long and there are many questions to answer, so you may prefer to prepare your answers separately in a word processor, then copy and paste them into the application page. The system will time out after 30 minutes of inactivity and your work will not be saved. All questions are included in the photos below to help you prepare.

It is possible to save the application as a draft, but the system will only let you do so if all the *required items are filled in. They can be changed later within the saved draft.

Please note, all large text boxes have a 2,000-character limit. If you need to submit more information, please submit it as an attachment to the Application.

Part - 2021-1967

Project Number	2021-1967
Project Part *	Part A
Received Date *	mm/dd/yyyy

Please select one of the following four options related to the Georgia Register of Historic Places (GRHP):

☐ **Preliminary Determination of Individual Listing for listing in GRHP as individual property (National Register packet, including draft 10-900 Form must be attached in Document Upload section below)**

☐ **Preliminary Determination of Historic District for listing in GRHP as part of a historic district (National Register packet including draft 10-900 Form must be attached in Document Upload section below)**

☐ **Property listed individually in Georgia Register of Historic Places (GRHP)**

☐ **Property located within GRHP-listed historic district (name of district)**

Estimated total cost of project (including any new construction or site work) *	$
Estimated amount of Qualified Rehabilitation Expenditures *	$
Estimated Project Start Date *	mm/dd/yyyy
Estimated Project Completion Date *	mm/dd/yyyy
Does the project involve the preservation of Georgia specimen trees?(The term "specimen tree" means any tree having a trunk diameter of 30 inches or more.) *	Please Choose..
If this property is a Historic Home, is it located within a target area?	Please Choose.. (Target Area Guidelines)
List major alterations or additions that occurred prior to the submittal of this application (both historic and non-historic) including estimated construction dates	
Estimated floor area before rehab *	sqft
Estimated floor area after rehab *	sqft
Fair Market Value Before Rehab *	$
Adjusted Basis Before Rehab *	$

Is more than one building being rehabilitated within two acres of the property? *	Please Choose..
Is this project associated with other projects or buildings through physical connections, parcel or lot lines, or common ownership? *	Please Choose..
If yes, list the addresses of the associated properties	

Shown below: List of buildings, structures, and additions located on the property - if there is more than one building, structure, or addition to the property, please click the blue *Add* button in the right corner of the header to add a new line for each building/structure/addition.

List all the buildings, structures, and additions located on the property   Add

Name/Type	#of stories	Year of Construction	
			Delete

Check list

☐ Map showing the lot where the building is located (if within a GRHP listed district, provide portion of district map) *

☐ Color Photographs showing exterior and interior views of the property. All photos must be labeled and numbered to correspond with the accompanying photo key. (See Photo Documentation Guidelines) *

☐ Photo key illustrating the location and view of each photograph (see Photo Documentation Guidelines) *

☐ Sketched or architectural floor plans of existing conditions (see Photo Documentation Guidelines). *

☐ Sketched or architectural floor plans of proposed work (see Photo Documentation Guidelines). *

☐ National Register packet, including draft 10-900 Form for property not listed on GRHP

Evaluation of Significance

Description of Physical Appearance *

Statement of Significance *

For the Architectural Features section, please select Yes, if the property has that feature and work is proposed for it; No, if the property has that feature but work is not proposed for it; or N/A, if the project does not have that feature.

Architectural Features

Foundation - such as repairing brick or stone masonry, repointing mortar joints, patching stucco, infilling between piers, etc. *   Please Choose... ▾

Structure - repairing and stabilization of all historic structural elements excluding interior finish materials *   Please Choose... ▾

Roof - new roofing material, flashing, roof deck, repairing the roof structure, dormers, or vents *   Please Choose... ▾

Chimneys - repairing brick or stone masonry, stabilization, repointing mortar joints, patching stucco or repairing exterior materials *   Please Choose... ▾

Exterior Siding *   Please Choose... ▾

Porches- such as repairing porch roofs, flashing, deck, structure, columns, posts, railings, flooring, floor structure, foundation *   Please Choose... ▾

Windows - repairing existing windows, replacing sashes where missing or too deteriorated to repair, hood molds, sills, shutters, frames *   Please Choose... ▾

Exterior Doors - repairing doors, frames, sidelights, transoms, hardware *	Please Choose... ▾
Replacement of Missing Features - removing later features and/or replacing with new work duplicating missing features *	Please Choose... ▾
Stairs - interior and exterior, repairing existing railings, balusters and newel posts, repairing or replacing of treads, structural stabilization *	Please Choose... ▾
Ceilings and Walls (including, but not limited to: repairing historic plaster, new plaster where it was a documented historic finish, using wood and metal lath, documented decorative or flat plaster features, brick, tile, etc.) *	Please Choose... ▾
Interior Trim- such as baseboards, crown molding, window frames, picture rails, chair rails, wainscoting, beaded board *	Please Choose... ▾
Flooring - repairing, patching or replacing historic wood tile, masonry or other flooring material *	Please Choose... ▾
Fireplaces - repairing masonry, repointing mortar joints, repairing grout and tile and wood surrounds, mantels, hearths, removal of later coal burning inset *	Please Choose... ▾

Floor Plan Alterations - within historic buildings such as adding walls to partition spaces, removing walls to create larger spaces, adding or removing door openings *	Please Choose... ▾
Energy Efficiency Measures - such as insulating an attic or crawlspace, interior or exterior storm windows, storm doors, weather-stripping *	Please Choose... ▾
HVAC Systems - repairing existing or installing a new HVAC system, installing flue liners on historic chimneys *	Please Choose... ▾
Electrical and Plumbing systems - repairing existing or installing new electrical systems, repairing existing or installing new plumbing systems, repairs to existing historic electrical and plumbing fixtures *	Please Choose... ▾
Lighting - repairing any historic lighting fixtures *	Please Choose... ▾
Kitchen - fixtures, finishes, flooring *	Please Choose... ▾
Bathrooms/ Toilet Rooms - fixtures, finishes, flooring *	Please Choose... ▾

Additions - work done on non-historic additions, construction of a new addition *	Please Choose... ▾
Landscaping - such as plantings, grading, restoring historical landscape features *	Please Choose... ▾
Outbuildings - work on any historic outbuildings *	Please Choose... ▾
Other Descriptions	

For proposed work descriptions, please add a new line for each feature listed in the previous section for which work is proposed. Lines can be added by clicking the blue *Add* button to the right in the header. If you are submitting a Part 2 application simultaneously, you may omit filling out the work descriptions and instead attach a copy of your federal work descriptions from the Part 2.

Finally, all documents to be uploaded from the checklist can be uploaded in the Document Upload section. If you are submitting a Part 2 application simultaneously with your Part A, you may skip uploading any duplicate documents to the Part A. Under Part A, you need only upload documents that are unique to the Part A. There is no need to duplicate documents that will be submitted under Part 2. If there are no files unique to Part A, nothing needs to be uploaded here. Please ensure that each document is uploaded as a separate PDF. Please name your files according to the naming protocol.

File naming protocol:

Beginning August 15, 2023, HPD will require all file submissions to follow the NPS naming conventions outlined here: hpca-file-format-naming-2023-07-14-508.pdf (nps.gov).

The general naming convention is NPSNumber_ApplicationPart_HistoricPropertyName [or Property Address if no HistoricPropertyName]_ City_State. If you are applying only for state tax credits, you will not need an NPS Number, and this can be omitted from the file name. There should be no spaces, punctuation, or special characters in the folder and file names, and underscores are used in place of spaces (NPS electronic file requirements limits the use of special characters for transfer, sorting, and other reasons). File names should be limited to 75 characters.

Examples:

PartA_YZBottlingPlant_Savannah_GA

PartA_AdditionalNarrative_123MainStreet_Savannah_GA

PartB_Photos_123MainStreet_PeachtreeCity_GA

PartB_PhotoKey_ABCLofts_PeachtreeCity_GA

The system cannot support files with names that include periods (.) **If you receive an error message while attempting to upload a file, double check that there are no periods (.)**

FOR PHOTOS: Please upload all photos in a single PDF file. Photos should be 4"x6". Photographs must be clear and must have sufficient resolution to show the details required for review of rehabilitation work. Photographs must be in color and taken at a high resolution. Please ensure you are using clear, high resolution, full sized photos within the PDF. Avoid including thumbnails or compressed photos. If a single file is too large to upload (exceeding 50 MB), photos may be split into multiple files to accommodate. To create the PDF file, please add all photos to a Word or Pages document, with no more than two photos per page, and all relevant photo information including the photo number below each photo. The property name, address, date of photos, and application part (i.e., Part A, Part B, Amendment) must be listed at the top of each page. The photo number (labeled according to a Photo Key) and caption must be listed under each photo. The caption must include the view shown (e.g., north side) and a description of the view (e.g., plaster damage in dining room, north wall). The Photo Key must be a separate PDF file. Please see the Photo Documentation Guide for instructions on how to properly document your historic property.

Individual Photo Files: HPD and NPS will accept individual photo files limited to no more than 20 JPEG or TIFF files per submission. Only JPEG or TIFF formats will be accepted. Individual photo files must be saved within their own folder and named according to the **NPS Naming Conventions**, found here: hpca-file-format-naming-2023-07-14-508.pdf (nps.gov).

Click the *Choose Files* button to add a document to upload and select the proper corresponding Document Type. Please submit all documents as PDF files. See FAQ for list of Document Type categories.

Document Upload	
Document: *	Choose Files XYZ, City, County_Part A... Floorplans_FirstFloor.jfif
Document Type: *	Existing Floor Plan - TI
Upload	

Once you successfully upload your document, the green band will appear above the list saying, "Document Uploaded Successfully" and the document will appear in the list. **REMINDER: you cannot update the application once it has been submitted.** Please ensure all documents are uploaded correctly and information is correct before submitting the application.

Document Uploaded Successfully							
Repository Doc ID	Document Name	Document Type	Description	Size	Filed Date		
2763	XYZ, City, County_Part A_Existing Floorplans_FirstFloor.jfif	Existing Floor Plan	Document Panel	1760952	09/28/2021	View	Download

After you have uploaded all documents, click the blue *Submit* button. Once your application is submitted, the owner and consultant listed will receive an email confirmation. The owner will later receive an invoice via email for a Part A application review fee from our office soon after. You will be able to see the Part A as submitted in the project dashboard but will not have access to the application itself. Once the review fee is paid, the project will enter our review queue and you will be able to see the payment date in the dashboard as well.
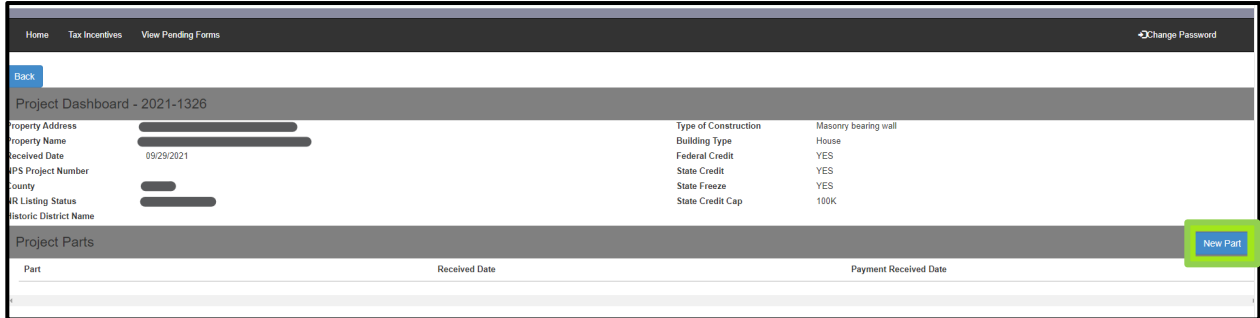
When you are ready to submit your Federal Part 1 and Part 2, please see Steps 4 and 5 below. To submit an Amendment for changes to work descriptions, please see Step 6 below. If there are any changes to the project owner, timeline, QREs, or other information, excluding work descriptions, please contact our office to discuss the process for submitting these changes.

When your project is completed, you will need to submit a Part B application. Please see Step 7 for instructions. For completion of projects submitted for Federal review, you will also need to submit a Part 3 application. Please see Step 8 for instructions.

Step 4: Create Part 1 Application

Search for your property using the Property Search function in the Tax Incentives tab. Select your property by clicking on the Project Number to the far left, which is in a clickable blue font. Once you have navigated to the property dashboard, select the *New Part* Button on the far right of the screen, shown below.

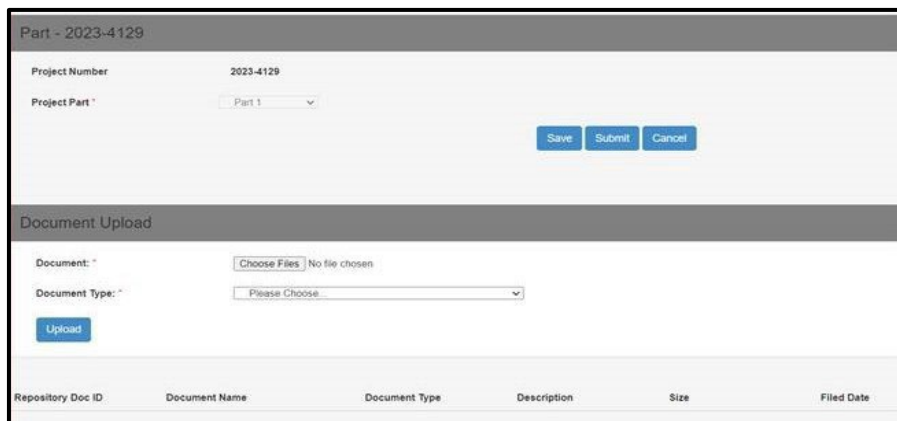The *New Part* Button will lead you to the screen below, where you will select "Part 1" from the drop-down menu, then click *Submit*.

Once you click *Submit*, the screen will change to the Part 1 Application page, seen below.

Under document upload, please include the 2023 NPS Part 1 application form and any necessary supporting documentation. More information about required documents can be found at Documentation Requirements for Certification Applications - Historic Preservation Tax Incentives (U.S. National Park Service) (nps.gov).

Click the *Choose Files* button to add a document to upload, and select the proper corresponding Document Type. Please submit all documents as PDF files. See FAQ for list of Document Type categories.

Once you successfully upload your document, the green band will appear above the list saying, "Document Uploaded Successfully" and the document will appear in the list. **REMINDER: you cannot update the application once it has been submitted.** Please ensure all documents are uploaded correctly and information is correct before submitting the application.

After you have uploaded all documents, click the blue *Submit* button. Once your application is submitted, the owner and consultant listed will receive an email confirmation. You will be able to see the Part 1 as submitted in the project dashboard but will not have access to the application itself.
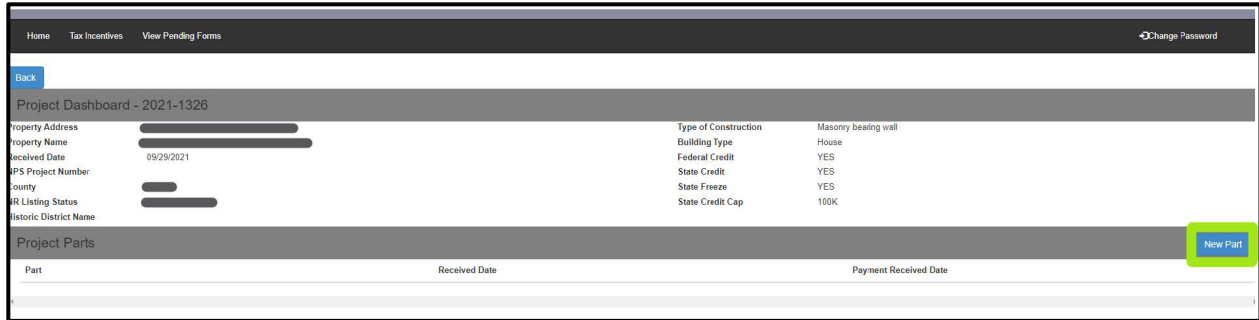
To submit an Amendment for changes to work descriptions, please see Step 6. If there are any changes to the project owner, timeline, QREs, or other information, excluding work descriptions, please contact our office to discuss the process for submitting these changes.

When you are ready to submit your federal Part 2 application, please see Step 5.

Step 5: Create Part 2 Application

Search for your property using the Property Search function in the Tax Incentives tab. Select your property by clicking on the Project Number to the far left, which is in a clickable blue font. Once you have navigated to the property dashboard, select the *New Part* Button on the far right of the screen, shown below.

The *New Part* Button will lead you to the screen below, where you will select "Part 2" from the drop-down menu, then click *Submit*.

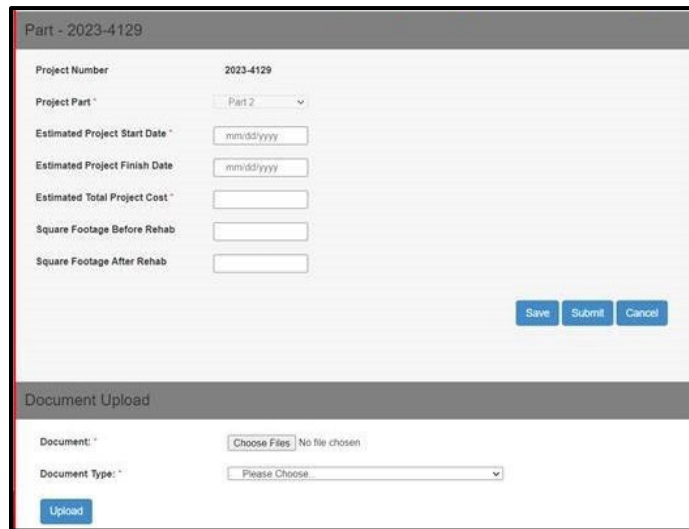Once you click *Submit*, the screen will change to the Part 2 Application page, seen below

All items with an asterisk* are required.

Under document upload, please include the 2023 NPS Part 2 application form. Please ensure that all application PDFs are flattened, including signature pages. To accomplish this, open your completed PDF, go to "File," then "Print," and then choose Adobe PDF as the printer. Please note that if you are submitting a Part 1 and Part 2 simultaneously you may upload your before-rehab photos under the Part 1. More information about required documents can be found at Documentation Requirements for Certification Applications - Historic Preservation Tax Incentives (U.S. National Park Service) (nps.gov).

Click the *Choose Files* button to add a document to upload and select the proper corresponding Document Type.

Please submit all documents as PDF files. See FAQ for list of Document Type categories.						
Document Uploaded Successfully						
Repository Doc ID	**Document Name**	**Document Type**	**Description**	**Size**	**Filed Date**	
2763	XYZ, City, County_Part A_Existing Floorplans_FirstFloor.jfif	Existing Floor Plan	Document Panel	1760952	09/28/2021	View Download

Once you successfully upload your document, the green band will appear above the list saying, "Document Uploaded Successfully" and the document will appear in the list. **REMINDER: you cannot update the application once it has been submitted.** Please ensure all documents are uploaded correctly and information is correct before submitting the application.

After you have uploaded all documents, click the blue *Submit* button. Once your application is submitted, the owner and consultant listed will receive an email confirmation. You will be able to see the Part 2 as submitted in the project dashboard but will not have access to the application itself.

To submit an Amendment for changes to work descriptions, please see Step 6. If there are any changes to the project owner, timeline, QREs, or other information, excluding work descriptions, please contact our office to discuss the process for submitting these changes.
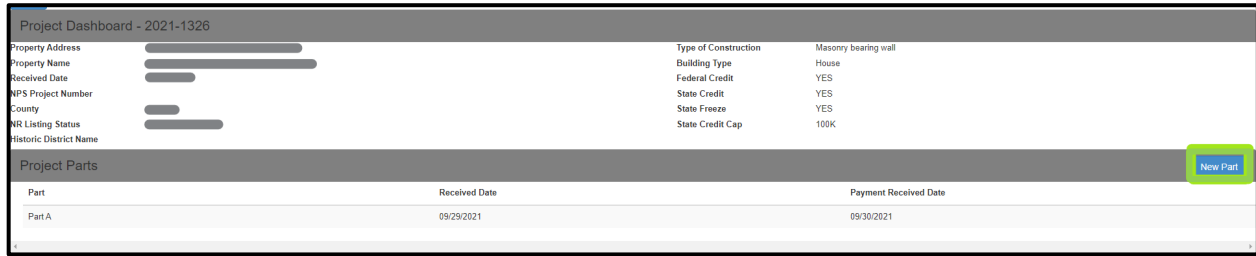
When you are ready to submit your federal Part 3 application, please see Step 8.
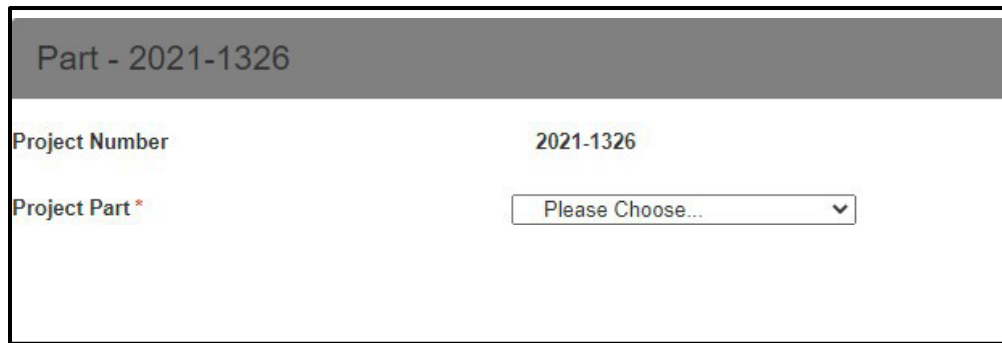
Step 6: Submitting an Amendment (if needed)

If you need to submit an Amendment to your application, the process is very similar to submitting a Part A Application. If you need to amend more than one Project Part (for example, an amendment is needed for both Part A & Part 2) , you will need to submit an amendment for each.

Search for your property using the Property Search function in the Tax Incentives tab. Select your property by clicking on the Project Number to the far left, which is in a clickable blue font. Once you have navigated to the property dashboard, select the *New Part* Button on the far right of the screen, as you did with the Part A application, shown below.

The *New Part* button will take you to the same Project Part selection page. Select "Amendment" from the list.

There is only one question for the Project Amendment page. Please use this box (2000-character limit) to briefly describe the proposed changed, and then upload supporting documentation in the Document upload section, utilizing the NPS file naming protocol. REMINDER: you cannot update the application once it has been submitted, so please ensure all documents are uploaded correctly and information is correct before submitting the application.

Please follow the file naming protocol for any documents submitted for an Amendment, and be sure that all PDFs are flattened. Click the *Choose Files* button to add a document to upload and select the proper corresponding Document Type. Please submit all documents as PDF files. See FAQ for list of Document Type categories.

After you have uploaded all of your documents, click the blue *Submit* button. Once your application is submitted, the owner and consultant listed will receive an email confirmation. There is no review fee for Amendments, so your amendment will enter the review queue based on the date of submission. You will be able to see the Amendment as submitted in the project dashboard. If you need to submit another amendment, please do so following these same instructions to create another "new part."

Step 7: Submitting a Part B Application

Congratulations! You have finished your project and are ready to submit your Part B Application for your project. The process is similar to the other applications.

Search for your property using the Property Search function in the Tax Incentives tab. Select your property by clicking on the Project Number to the far left, which is in a clickable blue font. Once you have navigated to the property dashboard, select the *New Part* Button on the far right of the screen, shown below.

The *New Part* Button will lead you to this screen, where you should select Part B from the drop-down menu, then click *Submit*.

Once you click *Submit*, the screen will change to the Part B Application page. The system will time you out after 30 minutes of inactivity and your work will not be saved. All questions are included in the photos below to help you prepare. It is possible to save the application as a draft, but the system will only let you do so if all the *required items are filled in. They can be changed later with the saved draft.

Part - 2021-1326

Project Number   2021-1326

Project Part *   [Part B ⌄]

     Please select which program/s you are applying for:

☐   **State Preferential Property Tax Assessment Program**

☐   **State Income Tax Credit Program for Rehabilitated Historic Property**

Adjusted basis of building (refer to Dept. of Revenue Substantial Rehabilitation Worksheet) *   [_____] (Substantial Rehabilitation Worksheet)

Fair market value of the building *   [_____]

After rehab floor area *   [_____]

Project start date *   [mm/dd/yyyy]

Project completion date *   [mm/dd/yyyy]

Total project cost (rehab work and any new construction site work) *   [_____] $

Cost solely attributed to new construction and site work *   [_____] $

Cost solely attributed to historic rehab: (Should be mapped to Actual QRE) *   [_____] $

Cost of interior rehab work *   [_____] $

Cost of exterior rehab work *   [_____] $

The following questions pertain only to historic homes:

Is the home located within a target area?   [Please Choose.. ⌄]

Date the home was first owned by the applicant   [mm/dd/yyyy]

Date the home was first used as principal residence   [mm/dd/yyyy]

If home is not yet used as a principal residence, give the date that it will be   [mm/dd/yyyy]

Certify

☐   BY CHECKING THIS BOX, I CERTIFY THAT THIS PROJECT IS A SUBSTANTIAL REHABILITATION AS DEFINED IN O.C.G.A. SECTION 48-7-29.8 AND RELATED DCA REGULATIONS (The Department of Revenue Worksheet must be completed to document that the project qualifies as a "substantial rehabilitation". Do NOT submit the worksheet to HPD with this Part B application; retain it for your records. The worksheet will be necessary when filing your state of Georgia Income Tax Forms.) (Substantial Rehabilitation Worksheet) *

The application will not be reviewed unless it is complete with the following attachments:

☐   Color photographs showing exterior and interior completed work. All photos must be labeled and numbered to correspond with the accompanying photo key. (See Photo Documentation Guidelines) *

☐   After rehabilitation, a photo key illustrating the location and view of each photograph. *

☐   After rehabilitation floor plan. *

Finally, all documents to be uploaded from the checklist can be uploaded in the Document Upload section. Under Part B, please upload only documents that are unique to Part B. There is no need to duplicate documents that will be submitted under Part 3. If there are no files unique to Part B, nothing needs to be uploaded here. Please name your files according to the naming protocol, shown below.

File naming protocol:

Beginning August 15, 2023, HPD will require all file submissions to follow the NPS naming conventions outlined here: hpca-file-format-naming-2023-07-14-508.pdf (nps.gov).

The general naming convention is NPSNumber_ApplicationPart_HistoricPropertyName [or Property Address if no HistoricPropertyName]_City_State. If you are applying only for state tax credits, you will not need an NPS Number, and this can be omitted from the file name. There should be no spaces, punctuation, or special characters in the folder and file names, and underscores are used in place of spaces (NPS electronic file requirements limits the use of special characters for transfer, sorting, and other reasons). File names should be limited to 75 characters.

Examples:

    PartA_XYZBottlingPlant_Savannah_GA
    PartA_AdditionalNarrative_123MainStreet_Savannah_GA
    Part B_Photos_123MainStreet_PeachtreeCity_GA
    Part B_PhotoKey_ABCLofts_PeachtreeCity_GA

The system cannot support files with names that include periods (.) **If you receive an error message while attempting to upload a file, double check that there are no periods (.)**

FOR PHOTOS: Please upload all photos in a single PDF file. Photos should be 4"x6". Photographs must be clear and must have sufficient resolution to show the details required for review of rehabilitation work. Photographs must be in color and taken at a high resolution. Please ensure you are using clear, high resolution, full sized photos within the PDF. Avoid including thumbnails or compressed photos. If a single file is too large to upload (exceeding 50 MB), photos may be split into multiple files to accommodate. To create the PDF file, please add all photos to a Word or Pages document, with no more than two photos per page, and all relevant photo information including the photo number below each photo. The property name, address, date of photos, and application part (i.e., Part A, Part B, Amendment) must be listed at the top of each page. The photo number (labeled according to a Photo Key) and caption must be listed under each photo. The caption must include the view shown (e.g., north side) and a description of the view (e.g., plaster damage in dining room, north wall). The Photo Key must be a separate PDF file. Utilize the "Save As" function and select .pdf as the file type. Please see the Photo Documentation Guide for instructions on how to properly document your historic property.

Individual Photo Files: HPD and NPS will accept individual photo files limited to no more than 20 JPEG or TIFF files per submission. Only JPEG or TIFF formats will be accepted. Individual photo files must be saved within their own folder and named according to the **NPS Naming Conventions**, found here: hpca-file-format-naming-2023-07- 14-508.pdf (nps.gov).

Click the *Choose Files* button to add a document to upload and select the proper corresponding Document Type. Please submit all documents as PDF files. See FAQ for list of Document Type categories.

Once you successfully upload your document, the green band will appear above the list saying, "Document Uploaded Successfully" and the document will appear in the list. REMINDER: you cannot update the application once it has been submitted, so please ensure all documents are uploaded correctly and information is correct before submitting the application.

After you have uploaded all your documents, click the blue *Submit* button. Once your application is submitted, the owner and consultant listed will receive an email confirmation. The owner will later receive an invoice for a Part B application review fee from our office. You will be able to see the Part B as submitted in the project dashboard. Once the review fee is paid, the project will enter our review queue and you will be able to see the payment date in the dashboard as well.

Step 8: Submitting a Part 3 Application

Congratulations! You have finished your project and are ready to submit your Part 3 Application for your project. The process is similar to the other applications.

Search for your property using the Property Search function in the Tax Incentives tab. Select your property by clicking on the Project Number to the far left, which is in a clickable blue font. Once you have navigated to the property dashboard, select the *New Part* Button on the far right of the screen, shown below.

The *New Part* Button will lead you to this screen, where you should select Part 3 from the drop-down menu, then click *Submit*.

Once you click *Submit*, the screen will change to the Part 3 Application page, seen below. The system will time you out after 30 minutes of inactivity and your work will not be saved.

Finally, all documents to be uploaded from the checklist can be uploaded in the Document Upload section. Please name your files according to the NPS naming protocol. Please ensure that all application PDFs are flattened, including signature pages. To accomplish this, open your completed PDF, go to "File," then "Print," and then choose Adobe PDF as the printer.
File naming protocol:

Beginning August 15, 2023, HPD will require all file submissions to follow the NPS naming conventions outlined here: <u>hpca-file-format-naming-2023-07-14-508.pdf (nps.gov).</u>

The general naming convention is NPSNumber_ApplicationPart_HistoricPropertyName [or Property Address if no HistoricPropertyName]_ City_State. If you are applying only for state tax credits, you will not need an NPS Number, and this can be omitted from the file name. There should be no spaces, punctuation, or special characters in the folder and file names, and underscores are used in place of spaces (NPS electronic file requirements limits the use of special characters for transfer, sorting, and other reasons). File names should be limited to 75 characters.

Example file names:
PartA_XYZBottlingPlant_Savannah_GA PartA_AdditionalNarrative_123MainStreet_Savannah_GA Part B_Photos_123MainStreet_PeachtreeCity_GA
Part B_PhotoKey_ABCLofts_PeachtreeCity_GA

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Click the *Choose Files* button to add a document to upload and select the proper corresponding Document Type. Please submit all documents as PDF files. See FAQ for list of Document Type categories.

Once you successfully upload your document, the green band will appear above the list saying, "Document Uploaded Successfully" and the document will appear in the list. REMINDER: you cannot update the application once it has been submitted, so please ensure all documents are uploaded correctly and information is correct before submitting the application.

After you have uploaded all your documents, click the blue *Submit* button. Once your application is submitted, the owner and consultant listed will receive an email confirmation.

Additional Information

Once your application has been reviewed, you will receive a letter by email indicating the HPD's decision on your application. These will serve as your submissions to the Department of Revenue.

Frequently Asked Questions

Are there word limits for Statement of Significance and Property Description Text Boxes?
The character limit is 2000. You can also attach these two items as documents, should you prefer.

Can I save my Part A/B application before I submit it?
Yes, but all *required fields must be completed first. They can be changed at any time prior to submitting the application

Where can I find my saved Part A/B/Amendment Applications?
Look under View Pending Forms. Saved Projects will be under "New Projects" and saved Application Parts will be under "New Parts/Amendments." Be sure to note your project's number as that will be the way to identify which application is yours.

Can I submit my federal application on this website?
Starting August 15, 2023, all state and federal Tax Incentive applications submitted to HPD must be submitted digitally. For information on how to complete a federal application, please visit Electronic Submission of Certification Applications - Historic Preservation Tax Incentives (U.S. National Park Service) (nps.gov) Instructions can be found here https://www.dca.ga.gov/georgia-historic- preservation- division/tax-incentives-grants/federal-tax-incentives. Please ensure that all application PDFs are flattened when submitted to HPD, including signature pages. To accomplish this, open your completed PDF, go to "File," then "Print," and then choose Adobe PDF as the printer.

Your federal application will receive a preliminary review from the state office before being mailed to the National Park Service. The National Park Service will then send you an invoice for a federal review fee. Your federal application will then receive a final review from the Park Service in a minimum of 30 days after the National Park Service receives your federal review fee.

Is there an application fee?
Yes. Part A and Part B applications are charged a review fee based on a percentage of the Qualified Rehabilitation Expenses. You will be invoiced by this office via email after your application is submitted. There is no review fee for any amendments. For federal application, the National Park Service handles invoicing separately through their system.

When will my project be reviewed?
After submitting your Part A or Part B application, you will receive an email invoice for your project review fee. Projects will enter the review queue based on the date that the review fee is paid, not the date of the application.. Amendments are not charged a review fee, and are automatically entered into the project review queue upon receipt.

Will I receive a sheet to turn into the Department of Revenue?
Yes, once the project has been reviewed, a signed letter will be sent to you by email which you will turn into the DOR.

Is there a minimum or maximum size for photographs?
Yes. Photos must be of a sufficiently high resolution, at least 300 dpi (dots per image). Photos should be 4"x6".

How should I title my files for upload?
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<u>**Example File Names:**</u>
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PartA_AdditionalNarrative_123MainStreet_Savannah_GA Part
B_Photos_123MainStreet_PeachtreeCity_GA
Part B_PhotoKey_ABCLofts_PeachtreeCity_GA

How should I save and upload my photos?
Please upload all photos in a single PDF file. If a single file is too large to upload (exceeds 50 MB), photos may be split into multiple files to accommodate. To create the PDF file, please add all photos to a Word or Pages document, with no more than two photos per page, and all relevant photo information including the photo number below each photo.The property name, address, date of photos, and application part (i.e., Part A, Part B, Amendment) must be listed at the top of each page. The photo number (labeled according to a Photo Key) and caption must be listed under each photo. The caption must include the view shown (e.g., north side) and a description of the view (e.g., plaster damage in dining room, north wall). Utilize the "Save As" function and select .pdf as the file type.

What file types can I upload?
Please submit all documents as PDF files (.pdf). For photos, please utilize .jpg or .jpeg formats within the PDF files. To create the PDF file from a Word or Pages document, utilize the "Save As" function and select .pdf as the file type. Most architectural drafting programs for floorplans permit files to be exported as a PDF. Remember the system's maximum file size is 50 MB. Photographs must be clear and must have sufficient resolution to show the details required for review of rehabilitation work. Photographs must be in color and taken at a high resolution. Please ensure you are using clear, high resolution, full sized photos within the PDF. Avoid including thumbnails or compressed photos.

What are the Document Type categories?
When uploading a file to your application, you must select one of the following Document Type Categories:

- Existing Floorplan
- Map
- Miscellaneous
- Photo Key
- Photographs
- Proposed Floorplan

Additional Questions?
If you have further questions about the digital application process, please contact Caitlyn McSwigan, Architectural Reviewer, at caitlyn.mcswigan@dca.ga.gov

Terminology

Specimen Tree: As used in this Code section, the term "specimen tree" means any tree having a trunk diameter of 30 inches or more. § 48-5-7.2 Such rehabilitation expenditures shall also include expenditures incurred in preserving specimen trees upon not more than two acres of real property surrounding the building or structure. Work on specimen trees only qualifies towards the total expenses for the preferential property tax assessment but are not considered to be qualified rehabilitation expenses for the state property tax freeze.

Phased Project: The rules governing the State Income Tax Credit program allow rehabilitation projects to be "phased," which means work may extend over a period of up to 60 months instead of the usual 24 months. If a project is going to be phased, it MUST be designated as such on the Part A form. Projects may NOT become phased later on in the application process unless work has not yet begun. Once construction has started, a project cannot be phased.

Photo-Documentation for Rehabilitation of Historic Properties

Photo-documentation of a historic property is one of the most important aspects of applying to the Historic Preservation Tax Incentive Programs. It consists of a series of photographs, their numbering/labeling, and a photo-key drawing. These photographs are one of two primary resources used to evaluate a project to determine if it qualifies for the tax incentives, the other being the rehabilitation work descriptions. Pre- rehabilitation photographs are used to put the project within the context of the entire historic property and for comparison with the finished work. To achieve this, sufficient photo-documentation is necessary. The entirety of the historic property must be photo-documented, which also includes areas or spaces of the property that are not part of the proposed rehab work so that unchanged areas are confirmed as such upon project completion.

Any application with insufficient, inadequate, or otherwise unacceptable photo- documentation will be put on hold, concurrent with a Request For Information (RFI) to the applicant, until the necessary photography is furnished. Should the information not be forthcoming in a reasonable period of time, the application will be returned without review.

Photo Documentation Requirements:
1. Digital photos must have an image resolution of at least 300 dpi (dots-per-inch). Photos should be 4"x6".
2. Please follow the naming conditions previously outlined in the application submittal instructions.
3. **ANY** photographs submitted with an application **MUST** provide obvious and comprehendible information. They must clearly show the areas or features being documented. Photographs that are out-of-focus, blurry, fuzzy, too dark, over-exposed (too light), photocopied, or low-resolution digital are unacceptable as adequate documentation. Photographs should be examined prior to submission to determine that they adequately provide the view that is intended.
4. Photographs must be taken in sufficient quantity and clarity to adequately document the pre-rehabilitation existing conditions and subsequently, the finished project. Enough photographs of all spaces, building elevations, and specific features must be provided as the visual description of the project's scope-of-work. At a minimum, typically, this would include photos of all exposed building elevations, 2 photos of each room, which should be oriented corner-to-corner from opposite corners, and additional photos of features and finishes being impacted by the rehabilitation work. Features and finishes may include, but are not limited to: masonry, plaster, windows, doors, trim and other millwork, stairs, ceilings, and fireplaces. If areas are too large or at a difficult angle, multiple photos need to be taken to ensure full and clear coverage of the entire area.

5. Photo-documentation of large projects with multiple, near identical spaces may not need photos of every room. In such cases, interior photographs of significant areas along with representative photos of the typical spaces may be acceptable.
6. Photographs must be labeled and keyed to a floor plan of the rehabilitation project. The position of the photographer, the direction toward which the picture was taken, and the photo number must be labeled on the drawing (a number within a circle with a directional arrow). The photographs themselves must be labeled with corresponding identification/information on their back.

To submit photos using the online database, photos must be uploaded in a single PDF file. If a single file is too large to upload (exceeds 50 MB), photos may be split into multiple files to accommodate. To create the PDF file, please add all photos to a Word or Pages document, with no more than two photos per page, and all relevant photo information including the photo number below each photo. Utilize the "Save As" function and select .pdf as the file type.

Photos for Federal Applications
Please note that as of August 15th, 2023, all state and federal Tax Incentive applications submitted to HPD must be submitted digitally, including photographs.
Photos should be contained in a separate PDF file with no more than two photos per page, and with a minimum photo size of 4" x 6" per photo. The property name, address, date of photos, and application part (i.e., Part 1, Part 2, Part 3, Amendment) must be listed at the top of each page. The photo number (labeled according to a Photo Key) and caption must be listed under each photo. The caption must include the view shown (e.g., north side) and a description of the view (e.g., plaster damage in dining room, north wall). The Photo Key must be a separate PDF file.

Individual Photo Files: NPS will accept individual photo files limited to no more than 20 JPEG or TIFF files per submission. Only JPEG or TIFF formats will be accepted. Individual photo files must be saved within their own folder and named according to the **NPS Naming Conventions**.

Guidance on photo requirements and naming conventions can be found here: hpca-photo-requirements-2023-07-14-508.pdf (nps.gov).
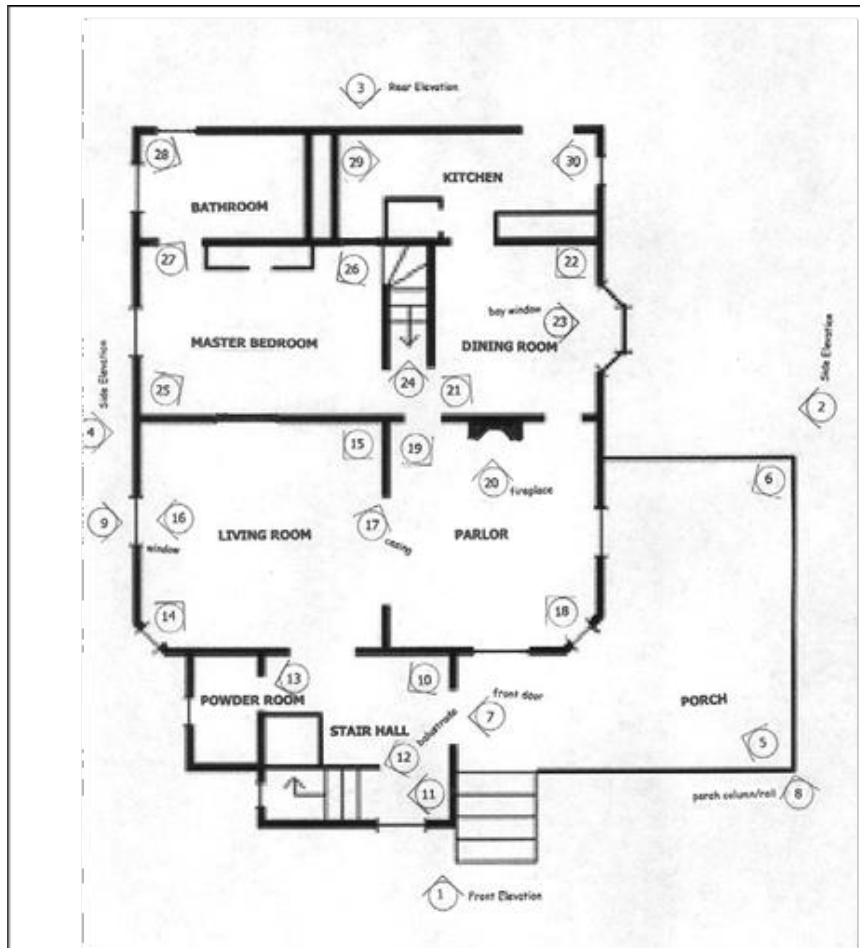
Any application with insufficient, inadequate, or otherwise unacceptable photo- documentation will be put on hold, concurrent with a Request For Information (RFI) to the applicant, until the necessary photography is furnished. Should the information not be forthcoming in a reasonable period of time, the application will be returned without review.

Tips for Photographing Projects and Creating a Photo Key

1. Exterior photographs must document all facades of the building. Interior photographs must record architectural features and finishes, such as: windows, doors, fireplace mantels and surrounds, floors, walls, ceilings, stairs, mouldings, etc., as well as provide an overview of rooms throughout the building. Pay special attention to areas, which will be impacted by the proposed rehabilitation work.
2. Photo-key floor plans should be on 8 X 11 or 11 X 17 copies of the construction plans. If such is not available, floor plans can be hand drawn on blank or graph paper, but need to note all windows, doors, wall openings, fireplaces, stairs, etc.
3. All interior and exterior photographs should be numbered and identified with property address as well as the date the photo was taken.
4. A circle with the number of each photograph should denote on the floor plan the location of the photographer. The arrow identifies the direction of the photograph.
5. Keep a copy of the before-rehabilitation photo-key for reference when photo- documenting the completed project. For comparison, views of the completed work should be of and from the same locations.

Example of a Keyed Floor Plan