Historic Preservation Certification Applications
Instructions for Electronic Submission
July 14, 2023

Responding to NPS Holds & Uploading Files to the HPCA Submission Site

Technical Preservation Services (TPS) will transition from paper-based applications to an all-electronic submission process using a secure SharePoint site managed by the Department of Interior beginning **August 15, 2023**. When applicants are responding to requests for additional information or changes to a project to bring it into conformance with the Standards ("hold emails"), applicants must submit their responses electronically to the NPS through the HPCA SharePoint Site. When completing the application, check the first box in Section 2 of the form stating, "information requested by NPS for an application currently on hold." You must also concurrently submit a copy to the SHPO using the SHPO's electronic-submission process. Please submit only the additional information requested by TPS reviewers by following these instructions. If you have any questions about this procedure, please call (202) 354-2060 or email nps_tps@nps.gov.

Preparing for Submission of Additional Information

1. **TPS has requested additional information via a hold email.** When responding to a hold email, make sure to only include the information specific to the request. New information not requested in the hold email should be submitted to the SHPO as an amendment. If new information is submitted in addition to that requested as part of the hold email, this may delay the review of your application and the additional information, and you may be directed then to submit all the information to the SHPO through the normal amendment process.

2. **Requested information must be submitted through the SharePoint site.** See **NPS File Format Standards and Naming Conventions** for information on how to format and name electronic files: Electronic Submission of Certification Applications. There are no limits on the overall size of files that can be uploaded.
   o 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 a descriptive caption must be listed under each photo. The Photo Key must be a separate PDF file. See **Photo Page Example**.
   o Individual Photo Files: NPS will accept individual photo files limited to no more than 20 JPEG or TIFF files per submission. Only JPEG and TIFF file formats will be accepted. Individual photo files must be saved within their own folder and named according to the **NPS File Format Standards and Naming Conventions**.
   o Architectural plans and drawings must be flattened to reduce file sizes and submitted as PDF files. In order to flatten an electronic file of architectural plans, select the "Print" function, then select "Adobe PDF" as the printer, and save the file.

3. Zip files and subfolders may not be submitted.

4. Ensure that a **Transmittal Log** listing all the documents being transferred is uploaded or created on the SharePoint site. TPS administrative staff will contact the applicant within one business day if anything is missing. See Electronic Submission of Certification Applications for **Transmittal Log** example.

5. Please contact TPS at nps_tps@nps.gov for further assistance with the electronic submission process.

6. **Please ensure a copy of your submission is sent to the SHPO simultaneously, following the submission process specified by the SHPO for their electronic application submissions.** See Contact a State Historic Preservation Office, located on the TPS website, where we provide a link to each SHPO's website for information on their electronic submission requirements.

7. A dedicated folder will be created on the HPCA SharePoint site for uploading the requested information. This folder is for one-time use for the specific project/application hold and will be deleted once the files have been uploaded and processed by TPS staff. Each NPS hold will have a specific folder created and named with the NPS project number and application part placed on hold, e.g. "NPS 45921_Part2_Hold" or "45921_Amendment 1_Hold."

8. Please note that the information submitted in response to a hold must be received within 30 days of the date of the notice. Applicants and/or project contacts are responsible for requesting an extension of the hold period if needed; instructions for requesting an extension are included in the hold email. If the information is not received within 30 days and an extension has not been requested, the file will be closed, and work undertaken on the structure will not qualify as a "certified rehabilitation."

Steps to Upload Requested Information for Application on Hold

1. Following the issuance of a hold email, Applicants and Project Contacts will receive an email indicating that a TPS staff member has shared an individual folder with you on the SharePoint HPCA site.
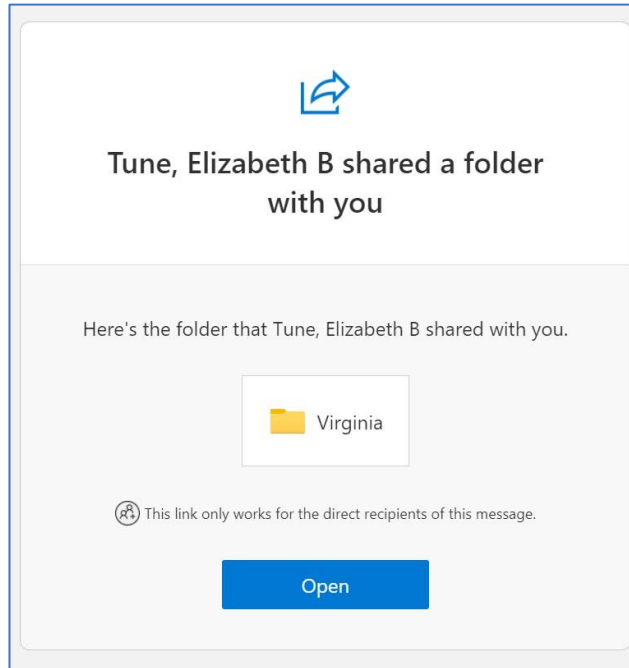

2. Navigate to the folder by clicking on the link. You will be required to verify your email address the first time you access the site for security reasons. Click 'Send Code' to have a verification code emailed to you.
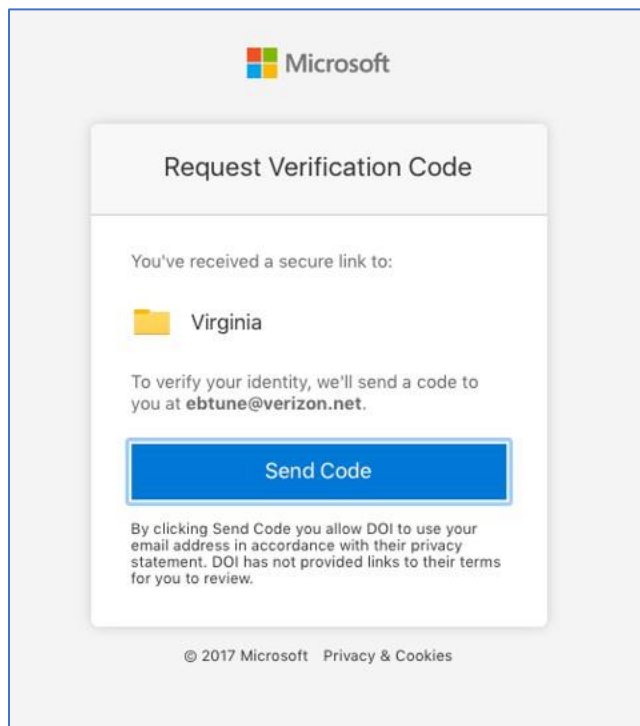
3. Almost immediately, you will receive an email like the one below. The code is only valid for 15 minutes. If you do not receive the email with the verification code in your inbox, check your spam/junk folder.
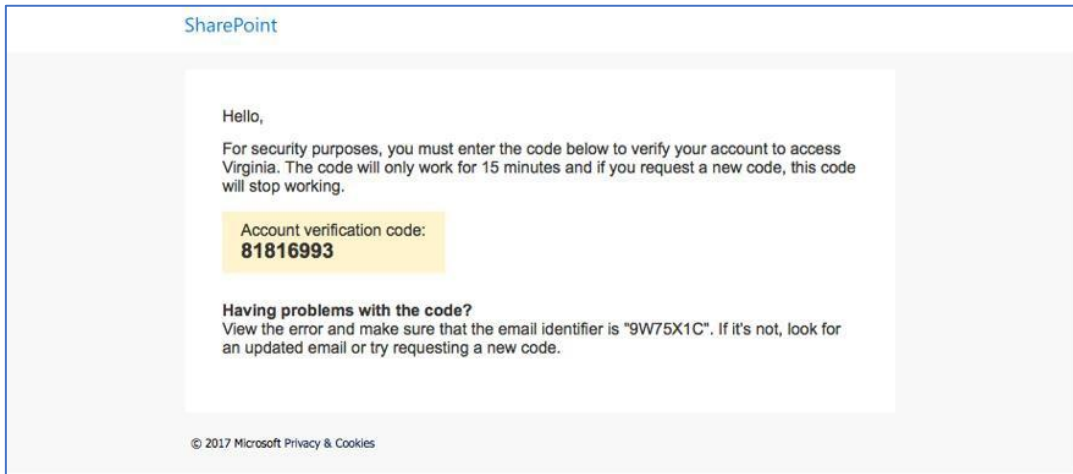

4. Return to the HPCA SharePoint site and enter the verification code you received before clicking 'Verify.'
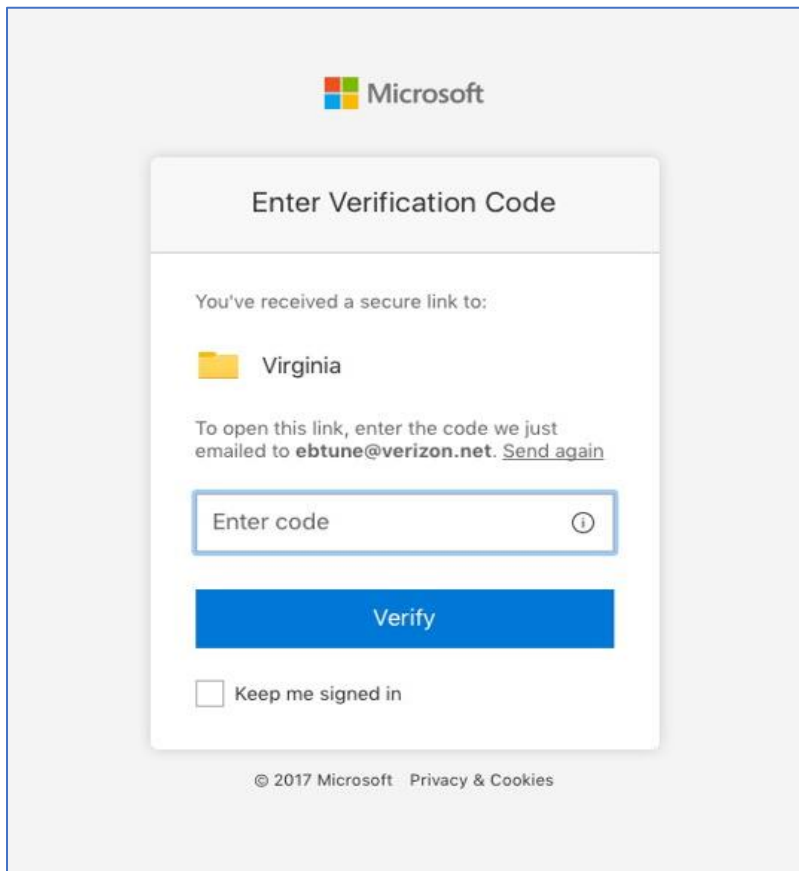
5. You will be automatically directed to your folder and will now have access. You should bookmark this link and check the box that asks if you want to stay logged in to the SharePoint site.
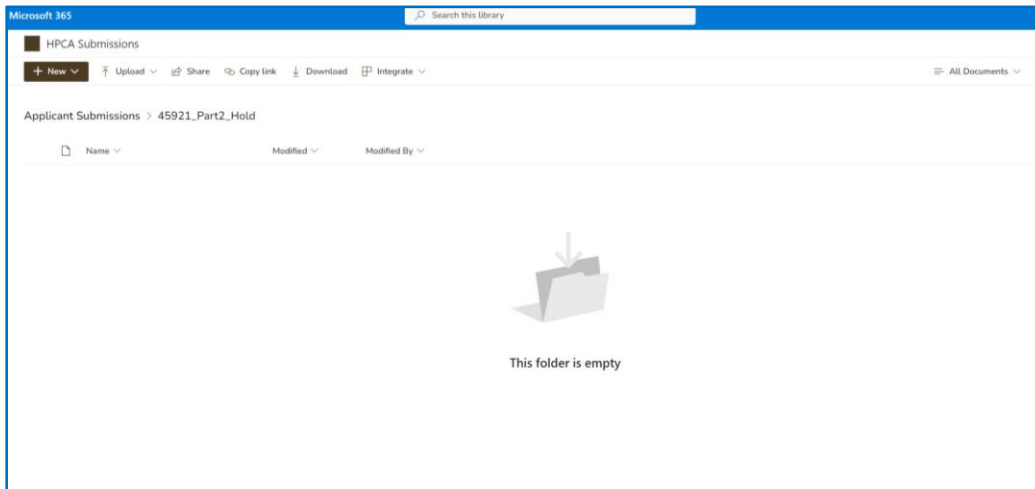
6. Once the folder opens, you will have two options:
   a. Drag and drop files directly from your computer into the folder; or
   b. Click 'Upload' then click 'Files' and choose the file(s) to be submitted; click 'Open' to upload the file to the folder.

7. The new file will appear in the folder when it has been successfully uploaded.
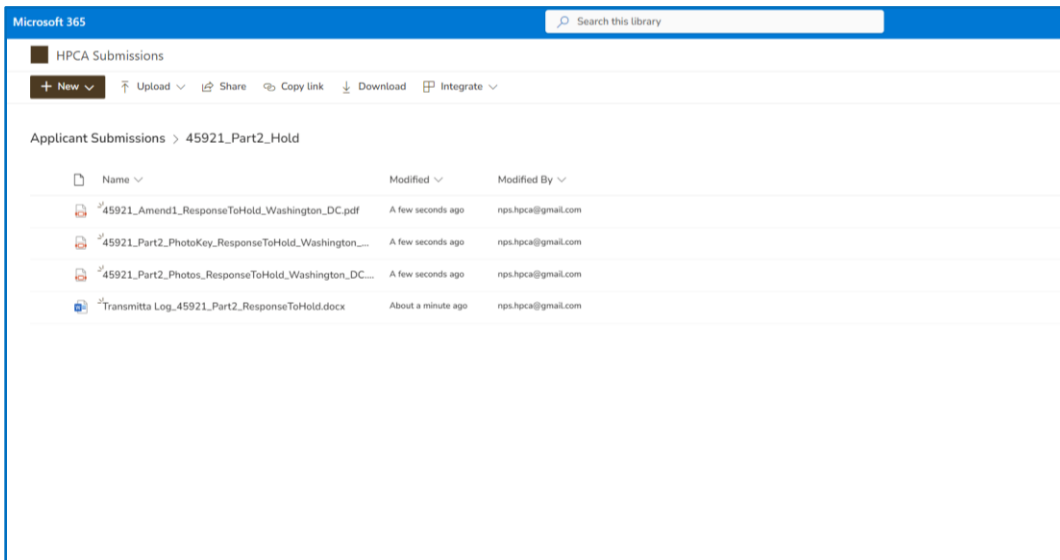
8. When files have been uploaded, you can close the site or make changes to the contents of the folder by clicking on the 3 horizontal dots.
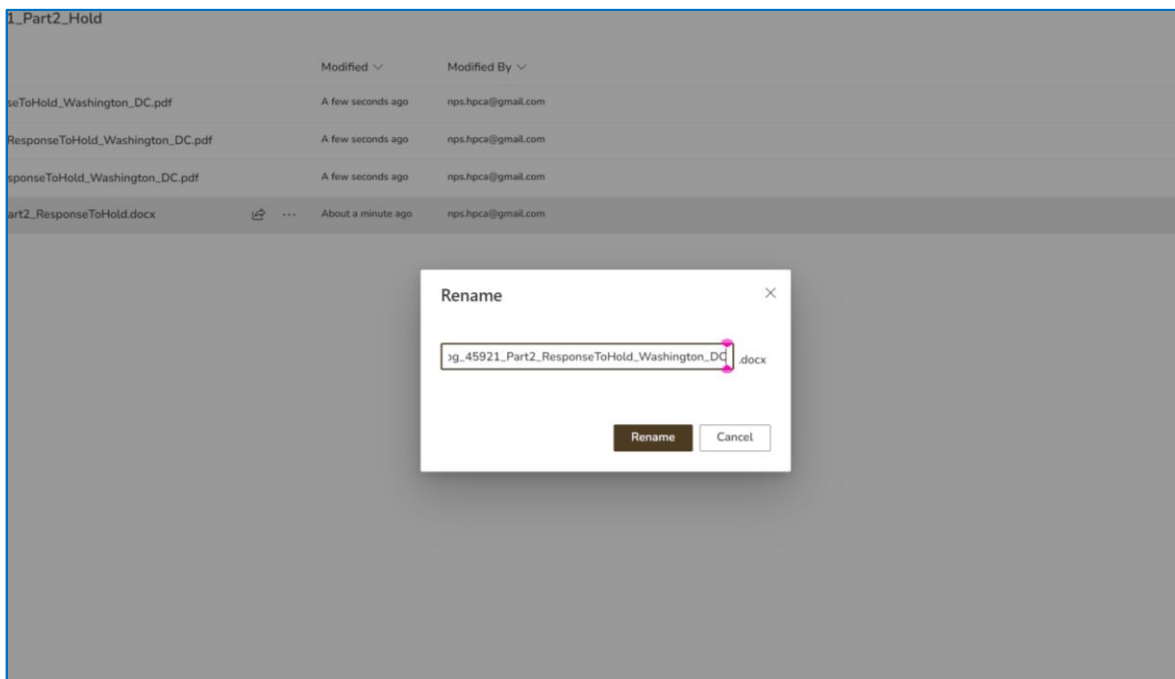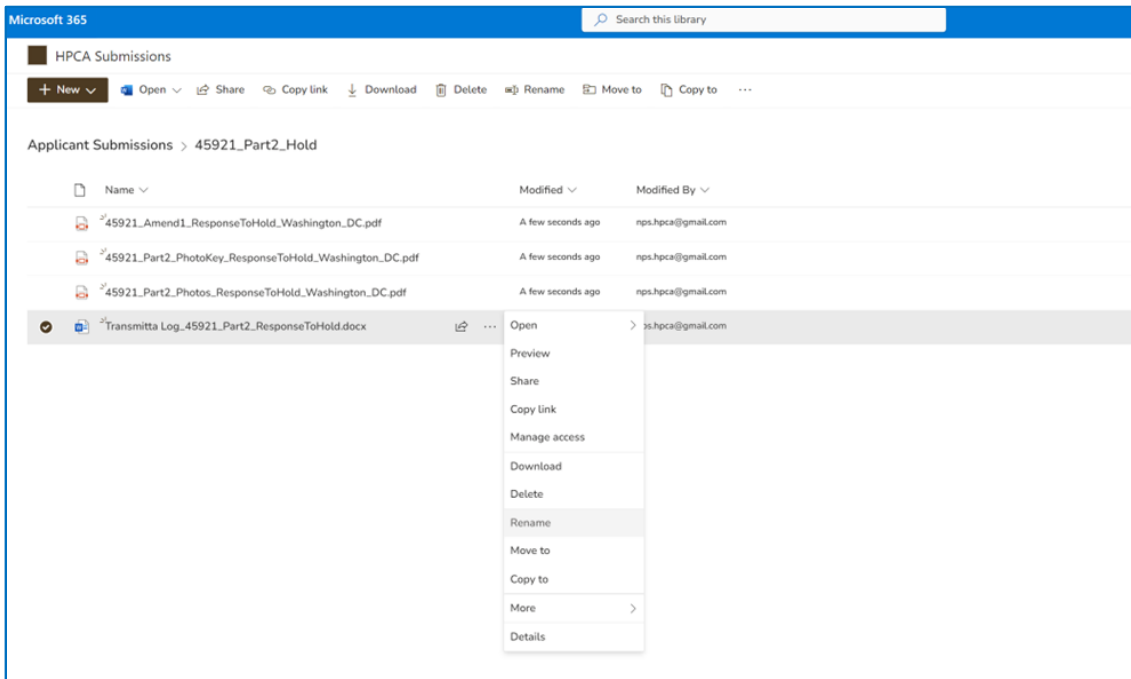
Applicant Submissions > 45921_Part2_Hold

Name	Modified	Modified By
45921_Amend1_ResponseToHold_Washington_DC.pdf	4 minutes ago	nps.hpca@gmail.com
45921_Part2_PhotoKey_ResponseToHold_Washington_DC.pdf	4 minutes ago	nps.hpca@gmail.com
45921_Part2_Photos_ResponseToHold_Washington_DC.pdf	3 minutes ago	nps.hpca@gmail.com
TransmittalLog_45921_Part2_ResponseToHold_Washington_DC.docx	A few seconds ago	nps.hpca@gmail.com

9. You must also concurrently submit a copy to the SHPO following the SHPO's electronic-submission process. See NPS Webpage with links to SHPO websites for additional information: Contact a State Historic Preservation Office - Historic Preservation Tax Incentives (U.S. National Park Service) (nps.gov)

10. Please verify the documents have been successfully uploaded. Once the submission is completed and the contents of the folder have been received and processed by TPS you will no longer have access to the folder. If another hold or more information is requested for the previous hold another link will be shared. TPS administrative staff will process the application upon receipt, generally within one business day, and the folder will be disabled at that time. You can use the project look-up feature to track the status of your application at Check Project Status - Historic Preservation Tax Incentives (U.S. National Park Service) (nps.gov). If you have any questions concerning HPCA process, call us directly at (202) 354-2060 or send an email to nps_tps@nps.gov.