

Digital submission instructions for the federal and state Historic Structure Rehabilitation Tax Credit programs

The MN SHPO currently requires all Historic Tax Credit Application materials be submitted electronically through the MN SHPO FTP site.

For all federal and state applications:

1. Email HistoricTaxSHPO@state.mn.us to request a file sharing folder(s), include the:
 - a. Historic building name, and the NPS project number if you have one already.
 - b. Type of application you are submitting:
 - i. Part 1
 - ii. Part 2 and Part A
 - iii. Part 3 and Part B
 - iv. Part 2 or Part 3 Amendment
 - v. response to a request for information, include the previous SHPO folder name (ex: Jane Doe Warehouse_Part 2_sub03)
 - vi. masonry mock-up and cleaning samples
2. We will share a link to our FTP site (ShareFile) for PDF application uploads.
3. We recommend submitting applications in PDF format only.
4. Put only those documents for a specific Part in each folder – i.e., only Part 2 documents should be uploaded into the Part 2 folder, and only Part A material uploaded into the Part A folder.
5. If responding to a request for information, upload the total revised application materials for that application (rather than just the revised materials.)
6. Application forms must be signed by applicant.
7. For security reasons - do not include any Social Security numbers in the forms of this electronic submission. TIN numbers are okay to include. Social Security Numbers will be acquired at a later date if necessary.
8. ***When all of the documents have been uploaded, send us an email*** so we know the application is complete and your review can begin.
 - a. applications will not be accepted and logged in until you have confirmed the application is fully uploaded
 - b. SHPO will confirm the form(s) have been received
 - c. all applicable parts of the form(s) must be completed in order have applications forwarded onto a content reviewer
 - d. review comments or further instructions will be provided after a full review is completed by a content reviewer

When SHPO completes review of the application the applicant will be given further instruction. Our response could be for missing information, a request for more information, or notification that we have completed the SHPO review. NPS is currently accepting mail and distributing it to reviewers. Until further notice you will need to mail one copy of the final application to NPS and one copy to SHPO.

- Do not mail hard copies of the application to SHPO until you have been authorized by SHPO to do so.
- Do not mail hard copies of the application to NPS until you have been authorized to do so by SHPO; hardcopies will be rejected by the agency if you do.
- Do not mail state application fees at this time. We will invoice you after the application is received.
- Do not send documents through email or in your own file sharing format, as the State cannot accept them.

Check out our [Submission Content Checklist for Part 2 Applications and Amendment Submissions](#) and [Historic Tax Credit FAQ](#) for guidance on pulling together successful applications.

See [Historic Preservation Certification Application National Park Service Instructions](#) and [Minnesota Historic Structure Rehabilitation Tax Credit Instructions](#) for required application content.