



Instructions for submitting a Historic Preservation Tax Credit Part 3 application in lowagrants.gov

IEDA will issue tax credits to recipients of Historic Preservation Tax Credits only after submittal and approval of a Part 3 application. Both the State Historic Preservation Office (SHPO) and IEDA must approve the Part 3 application.

At this time, only large projects that submitted and had Part 2B's registrations approved via lowagrants.gov will complete the Part 3 application in this system. Others will continue utilizing CACTAS.

Instructions for submitting a Part 3 application in lowagrants.gov are as follows:

Navigation

1. Enter application and under "Grant/Project Components", click "Status/Part 3 Forms"
2. On the banner at the top, click "Add", then "Save"
 - a. Required information is starred and automatically populates
3. Application will populate a link below "ID" with the project STC and version (last two numbers)
4. Click STC number under "ID"
5. Click "Edit" on the top banner
6. Click "Part 3 Form"
7. Click "Edit"

Required Information/Documentation

1. Final Fund Sources
 - a. Enter final funding sources for the project
2. Final Fund Uses
 - a. Enter final project expenditures. NOTE: Amounts should match QRE schedule uploaded with Cost Certification

*Sources and Uses (Total) need to equal. (Hint: Adjust loans and/or equity amounts and not Government incentives)

3. Input Expenditures on Labor and Materials
4. Input Final Building Information
5. Input Final Property Metrics
6. Upload CPA Statement and Certificate of Occupancy (Examination standard)
7. Click "Return to the Top" and "Save"
8. Scroll down to bottom to "Project Photos" and click "Add". Can be repeated for multiple files. (Photos and Keys need to match approved Part 2. Please provide photos in one pdf file if available)

When complete, click "Mark as Complete" then back button and finally, "Submit".