

How to Upload to ShareBase

Income-Producing Tax Credit E | X +

← → ↻ <https://scdah.sc.gov/income-producing-tax-credit-electronic-application-submittal> ☆

APPLICATION SUBMITTAL

Income-Producing Historic Tax Credit Application Submittal Electronic Application

NOTICE: The South Carolina SHPO will accept either hardcopy or electronic submissions through August 14, 2023. All electronic submissions must be on the application forms dated Rev. 6/2023. Application materials submitted on or after August 15, 2023 must be sent electronically and on the updated application forms dated Rev. 6/2023. After this date hard copy submissions will no longer be accepted.

Applicants must complete the three part federal *Historic Preservation Certification Application (HPCA)* and submit the application to the State Historic Preservation Office (SHPO) via the ShareBase link below. **No separate application is necessary to apply for the state income tax credit on income-producing projects – if the applicant is eligible for the federal credit then the applicant is eligible for the state credit.** The SHPO uses the *HPCA* to consult with owners and provide comments to the National Park Service (NPS). NPS uses the *HPCA* as the basis for their review in the official certification process.

Please visit the National Park Service’s website for the [Historic Preservation Certification Application](#) forms and instructions, including required [file formats and naming conventions](#).

Requirements for Electronic Submittal

The items below are required for all electronic submittals. **If any of the below items are not provided/not followed, SHPO will not accept or review the application materials.** If applications are incorrectly submitted, the applicant and project contact will be notified by SHPO staff and will need to resubmit corrected applications using the ShareBase link.

- All electronic applications materials **must** be uploaded using the link provided below. **No other forms of electronic submission will be accepted.**
- The SC SHPO [transmittal log \(DOC\)](#) **must** be included with each submittal.
- All files **must** be appropriately formatted and named according to [NPS instructions](#). If you need assistance with creating PDFs for photographs, please see our basic tutorials for both [Microsoft Word \(PDF\)](#) and [Google Docs \(PDF\)](#).

ShareBase Upload Link

Use the link below to upload your electronic application to the SHPO. You may upload files or [zipped folders](#). **ShareBase does not accept unzipped folders.** Refer to the [ShareBase Upload Instructions \(PDF\)](#) for detailed guidance. You will not be able to access the application materials once they are uploaded. The applicant and/or project contact should retain a digital copy of all submitted materials.

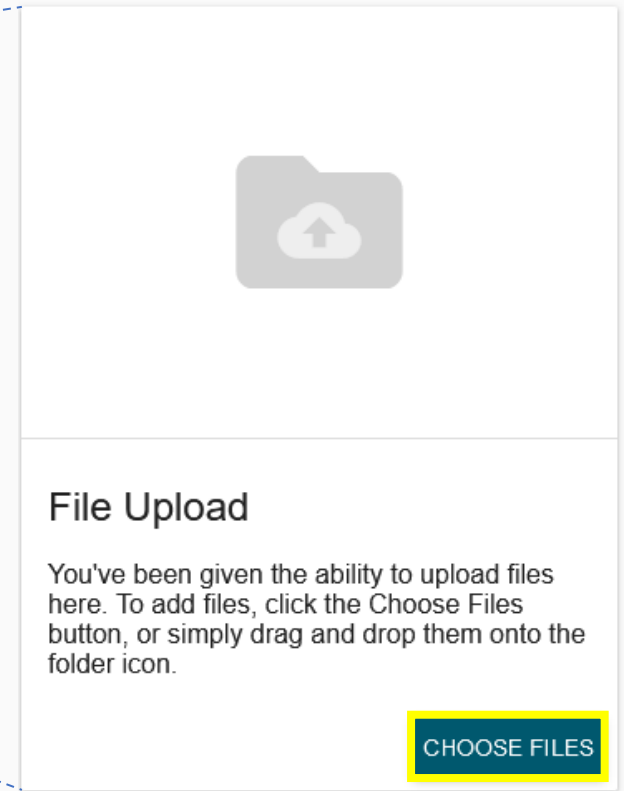
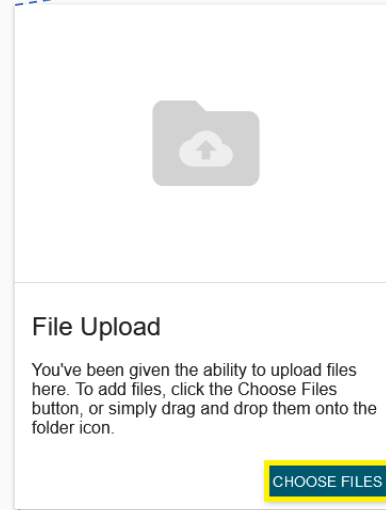
[CLICK HERE TO UPLOAD APPLICATION](#)

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To upload the electronic HPCA to SC SHPO, visit: <https://scdah.sc.gov/income-producing-tax-credit-electronic-application-submittal> (highlighted in purple)

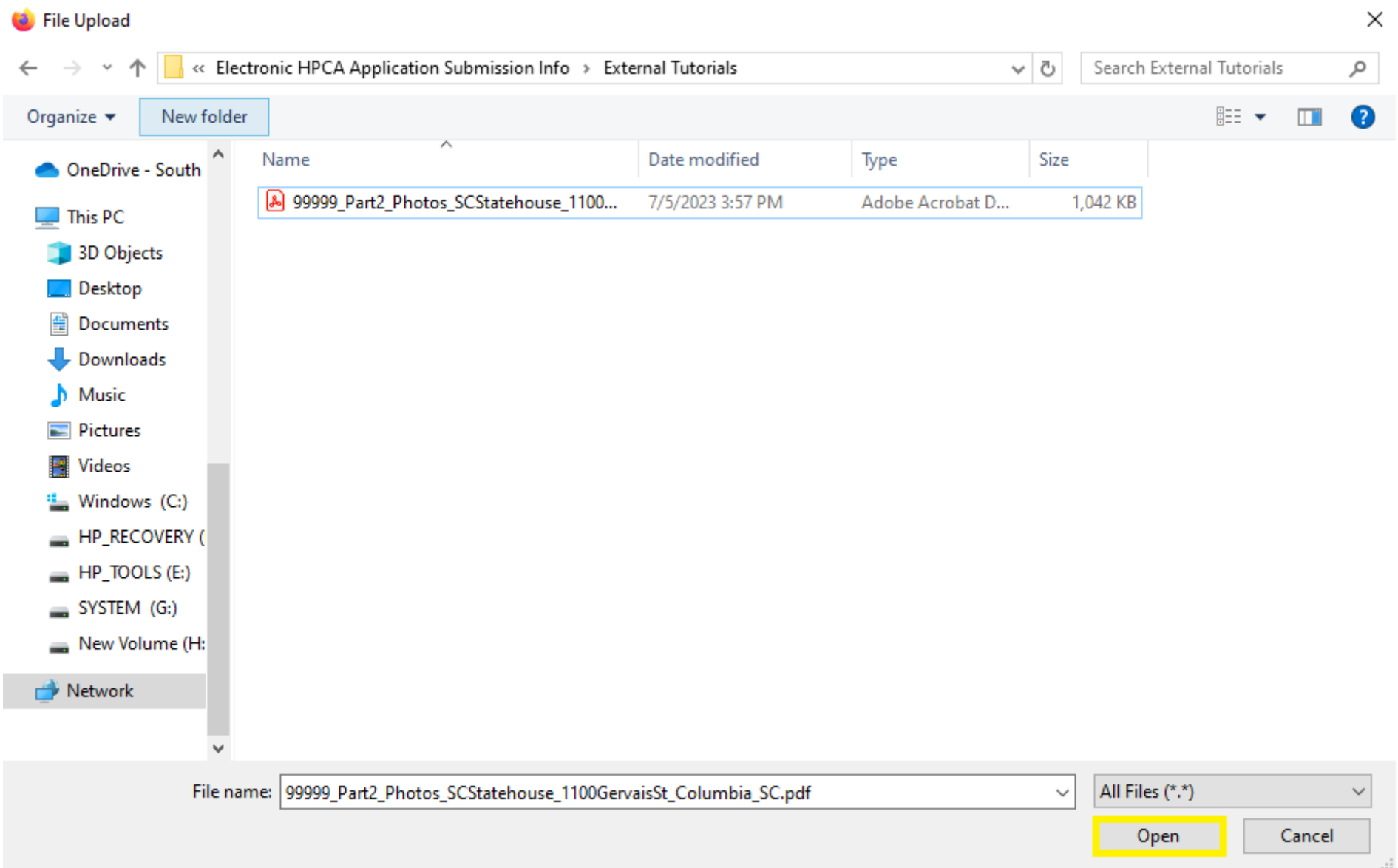
Or visit: <https://scdah.sc.gov/> → “Historic Preservation” → “Programs” → “Tax Incentives” → “Income-Producing” → “Application”

On the resulting webpage matching the above, click the “CLICK HERE TO UPLOAD APPLICATION” button at the bottom to be taken to ShareBase, SC SHPO’s HPCA electronic application submission portal (highlighted in purple).



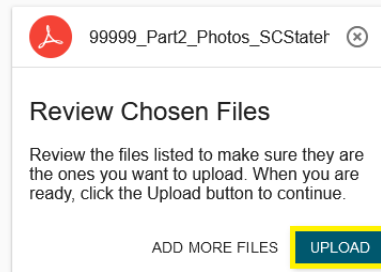
Welcome to SHPO's ShareBase portal!

To begin sending electronic files, click the "CHOOSE FILES" button (highlighted in yellow). Alternatively, you may drag and drop files onto the folder icon.



In the pop-up window, go to the folder on your computer with the application materials and select those to be uploaded. Please note that only files and zipped folders may be uploaded.

Then the hit the “open” button at the bottom-right hand corner of the pop-up window (highlighted in yellow).

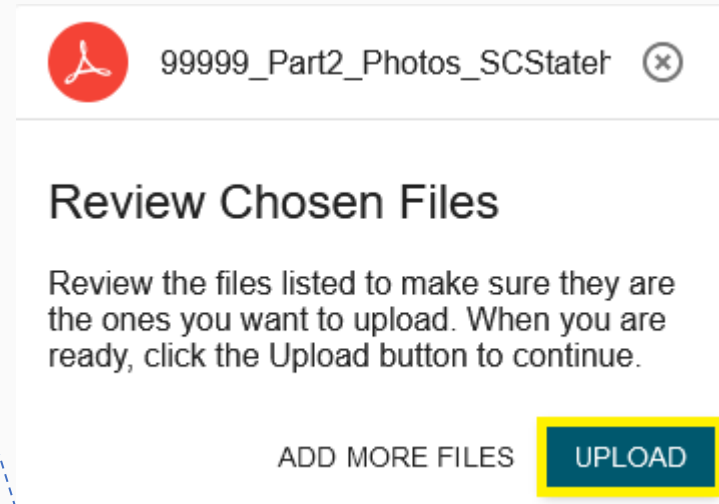


99999_Part2_Photos_SCState

Review Chosen Files

Review the files listed to make sure they are the ones you want to upload. When you are ready, click the Upload button to continue.

ADD MORE FILES **UPLOAD**



99999_Part2_Photos_SCState

Review Chosen Files

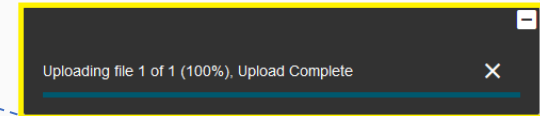
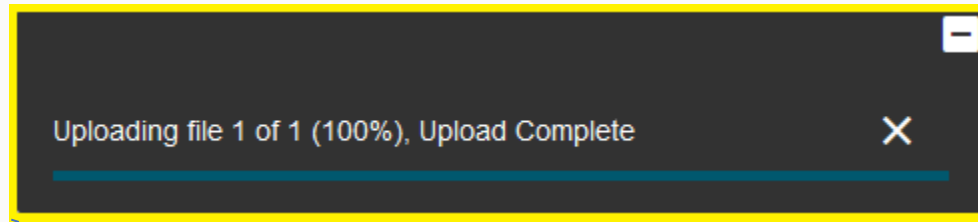
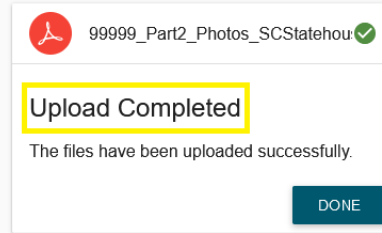
Review the files listed to make sure they are the ones you want to upload. When you are ready, click the Upload button to continue.

ADD MORE FILES **UPLOAD**

ShareBase will then allow you to review the chosen files.

Here, you may also add more files to be uploaded (to avoid issues with uploading, SHPO recommends limiting the number of files uploaded at once).

If ready to send the electronic files to SHPO, hit the “upload” button (highlighted in yellow).



While the file(s) upload(s), pay attention to the upload-progress tracker in the bottom-right hand corner of ShareBase.

Once the upload has completed, ShareBase will display an announcement in the center of the screen stating the files have uploaded successfully.

At this point, SHPO will receive a notice from ShareBase that new files have been uploaded.

➔ *Incorrectly named files will NOT be accepted – SHPO will notify you via email if there are any file naming convention issues; you will be responsible for re-uploading them with the corrected file names.*