

Michigan State Historic Preservation Office HPCA Submittal Requirements

- All photographs must be submitted in PDF format. SHPO will not accept individual jpeg files. This differs from the NPS submittal requirements which allow you to submit up to 12 individual jpeg image files. Because of the way SHPO uploads and organizes information in our database, we will not accept individual jpeg images.
- SHPO will use the National Park Service August 15 date as our date for all submittals to be submitted electronically. SHPO will accept hard copy *or* electronic files before that date. If electronic files are submitted before August 15, they MUST be on the new form.
- Once a SHPO tax credit number is assigned to a project, all correspondence must include both the SHPO tax credit number and the federal tax credit number.
- All electronic files submitted to the SHPO MUST be sent on a USB flash drive. Hard copies, CDs and DVDs of the application will not be accepted. All USB drives should be submitted by mail. A hard copy of a cover letter or transmittal sheet is recommended so that we can properly identify and track the application and the documents submitted on the USB.
- SHPO will no longer mail hard copies of any correspondence. All correspondence will be sent via email to the project contact and applicant.

WHERE AND HOW TO SEND COMPLETED APPLICATIONS

Application packages can be delivered by U.S. Mail, or by courier or mailing service to ensure proper tracking. SHPO strongly recommends that you utilize UPS or FedEx for your submission and obtain a tracking number for your shipment. Hand delivered applications will also be accepted. Applications can be dropped off at the security desk of the MEDC building during regular business hours (address below).

Federal tax credit applications must be sent to the following address. Failure to address your shipment as follows may result in delays.

**Federal Historic Preservation Tax Credit
State Historic Preservation Office
300 North Washington Square
Lansing, MI 48913***

*48913 – This is the State of Michigan’s unique ZIP Code and should be used for U.S. Mail.

*48933 – This is the street address for the building. This ZIP Code is appropriate for Federal Express or United Parcel Service deliveries only.

Revised July 6, 2023