DHP Electronic File Naming Conventions for State Application Forms

When applying for both Federal and State tax credits, the file names of all application components and materials must follow NPS required conventions, except for the State application forms, which should follow the standards below. NPS naming conventions can be found at the following link: https://www.nps.gov/subjects/taxincentives/upload/hpca-file-format-naming-2023-07-14-508.pdf. For State applications, all documents should follow the naming conventions described below.

The general naming convention is: **StateProjectNumber_ApplicationPart_PropertyAddress_City**. There should be no spaces, punctuation, or special characters in the file names, and underscores are used in place of spaces. Prefixes and suffixes such as north, south, east, west, Saint, Street, Road, Avenue, Boulevard, etc. may be abbreviated but no periods should be used. Numbered street names should not be abbreviated; e.g. "Seventh" should be used instead of "7th". Files names are limited to 75 characters.

- For new project applications that have not been assigned a State project number, the project number is omitted from the file name:
  ApplicationPart_PropertyAddress_City
  - o Example: Part1_1051NThirdSt_BatonRouge
  - o Example: Part2_1051NThirdSt_BatonRouge

- Once the initial application is approved and a State project number is assigned, file names on all submittals going forward should begin with the project number:
  StateProjectNumber_ApplicationPart__PropertyAddress_City
  - o Ex.: 1234_Part2_1051NThirdSt_BatonRouge

Document Names
The following are examples of various application documents that may be submitted during the course of the project and the document name to be used in the labeling system. The application part and document name are placed between the project number (if assigned) and the property address.
- For Amendments responding to SHPO Holds: **ApplicationPart_ResponseToHold**
  - o Ex.: 1234_Part2_ResponseToHold_1051NThirdSt_BatonRouge
- For additional narrative sheets submitted as a separate PDF and not on the actual application form itself: **ApplicationPart_AdditionalNarrative**
  - o Ex.: 1234_Part 2_AdditionalNarrative_1051NThirdSt_BatonRouge
- Photos (PDF Document): **ApplicationPart_Photos**
  - o Ex.: 1234_Part3_Photos_1051NThirdSt_BatonRouge
- Photo Key: **ApplicationPart_PhotoKey**
  - o Ex.: 1234_Part3_PhotoKey_1051NThirdSt_BatonRouge
- Architectural Plans and Drawings: **ApplicationPart_Plans[or Drawings]**
  - o Ex.: 1234_Part 2_Plans_1051NThirdSt_BatonRouge
- Ownership Statement: **OwnershipLetter**
  - o Ex.: 1234_OwnershipLetter_1051NThirdSt_BatonRouge
- Transmittal Log: **TransmittalLog**
  - o Ex.: 1234_TransmittalLog_1051NThirdSt_BatonRouge

Photo Naming Conventions

Individual photos files in JPEG or TIFF format may only be submitted for small projects that can be fully documented, including interior, exterior, and any accessory structures, with 20 photos or less. No more than 20 individual photos for a single application will be accepted. If the property requires more than 20 photos to be sufficiently documented, then photos must be combined into and submitted as a single PDF document following the NPS Standards available at the following link: https://www.nps.gov/subjects/taxincentives/upload/hpca-photo-requirements-2023-07-14-508.pdf.

If submitting photos individually:
- o Create a folder for the photos only. Label the folder according to the guidance for photo PDF documents listed above in the Document Names section.
- o Label Photos 1-20 with a brief description and property address photos must be numbered and keyed to the current floor plan).
  - ▪ Ex.: 1_Frontelevation_1051NThirdSt_BatonRouge
  - ▪ Ex.: 2_Westelevation_1051NThirdSt_BatonRouge
- o If possible, compress the folder into a zip file prior to uploading. All other documents must be uploaded as individual documents; only photos may be combined into a single file.

If submitting photos in a combined PDF document:
- o Photos must be a minimum 4" x 6" size with no more than two per page. Photo proportions must be such that the photo is not distorted when sized to 4"x6".
- o The project 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.
- o The photo number (labeled according to the photo key) and a descriptive caption must be listed under each photo.