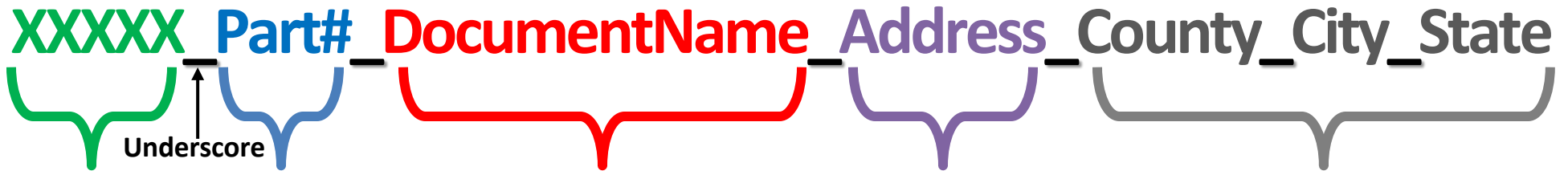


Naming Requirements for Rehabilitation Tax Credit Forms:

State and Federal Tax Credit Applicants must follow this guide.

The required file names have a regular pattern. Do not to use any spaces, instead use underscores, and CapitalizeEachWord.

Each file should be named following this formula:



This section is **ONLY** for Federal Tax Credit applications. The NPS will provide a 5-digit Project Number. If you do not have a Federal Application or don't know your NPS number, you **should leave this blank** and start with the Part# section.

This will either be: **Part1, Part2, Part3** or **Amendment#**. This correlates to the **Part of the Application process** that you are submitting for review:
Part 1 = Eligibly
Part 2 = Proposed
Part 3 = Completed

The **Document Name** describes the contents. This is the only component that will change with each Application Part.
For example:
Part1_Application_123Main_Franklin_Frankfort_KY
Part1_Photos_123Main_Franklin_Frankfort_KY
Part1_PhotoKey_123Main_Franklin_Frankfort_KY
Part1_Map_123Main_Franklin_Frankfort_KY
See the list of typical documents, below.

This is the Rehabilitation Project's Street Name. Do not use any spaces. Capitalize each word. Abbreviate street names.
For example:
12MainSt
345StJamesCt
6MadisonAve
789HWY104

This is the Rehabilitation Project's County, City, and State. All projects submitted should use "KY" as the State.
For example:
Warren_BowlingGreen_KY
If your address is outside of a City jurisdiction and only has a County address, please only list the County.
Example: McCreary_KY

Reach out if you have questions!

Document Type:	Naming Convention:
Transmittal Log (Word)	#####_Part#_TransmittalLog_PropertyAddress_County_City_KY
Application Form (PDF)	#####_Part#_Application_HistoricPropertyName_County_City_KY
Photos (PDF)	#####_Part#_Photos_HistoricPropertyName_County_City_KY
Photo Key (PDF)	#####_Part#_PhotoKey_HistoricPropertyName_County_City_KY
Drawings (PDF)	#####_Part#_Drawings_HistoricPropertyName_County_City_KY

Example:	Document Title:
State Application's Part 1 Photos	Part1_Photos_123MainStreet_Franklin_Frankfort_KY.pdf