



This document is intended for anyone using PA-SHARE to submit projects funded with Community Development Block Grant (CDBG) or HOME funds in HUD Entitlement Communities or DCED Small Communities to the Pennsylvania State Historic Preservation Office (PA SHPO) for review.

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## What if I still have questions after reading these FAQs?

There are many resources available for helping users navigate PA-SHARE:

- More information on submitting projects via PA-SHARE is found here: [Using PA-SHARE to Consult with PA SHPO under Section 106 or Pennsylvania History Code.](#)
- A general step-by-step tutorial on Submitting a new Environmental Review Project to the PA SHPO using PA-SHARE can be found here: <https://www.phmc.pa.gov/Preservation/About/Documents/Submitting%20a%20New%20Environmental%20Review%20Project%20in%20PA-SHARE.pdf>
- General FAQs regarding PA-SHARE can be found here: <https://www.phmc.pa.gov/PA-SHARE/Pages/PA-SHARE-FAQ.aspx>
- Additional Help Materials and other Tutorials for using PA-SHARE can be found here: <https://www.phmc.pa.gov/PA-SHARE/Pages/Help-Materials.aspx>

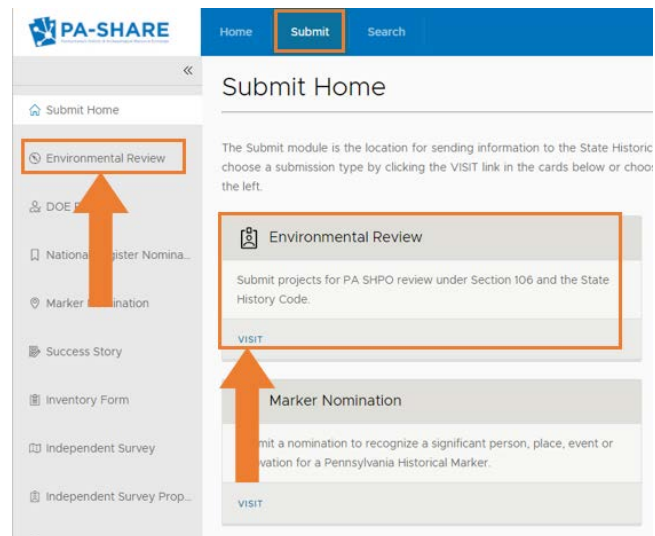
If after reviewing this and all the above information, you have additional questions, please contact the PA-SHARE help desk at [pashare@pa.gov](mailto:pashare@pa.gov).

## General FAQs

### Is a Project Review Form still required?

No. The PA-SHARE Environmental Review wizard replaces the Project Review Form by gathering similar information.

The [Submitting a New Environmental Review Project in PA-SHARE](#) tutorial provides step-by-step instructions for using this wizard.



### What if my project involves multiple addresses for a scattered site rehabilitation, demolition, or disposition project?

Scattered site projects involving multiple addresses (demolitions or dispositions) must be entered as one primary Environmental Review Project. Each address should then be added as a Resource in the section labeled “Resources within the Project Area” so that each address will be associated with the Environmental Review Project.



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We recommend searching in PA-SHARE for historic resources in your project area prior to beginning your submission so you can prepare separate Environmental Review submissions, if needed. If any properties are known historic properties, listed in or determined eligible for listing in the National Register of Historic Places, those should be submitted separately as their own Environmental Review project. (Note: This is a departure from previous guidance dated May 2021 that indicated each project address should be entered in PA-SHARE as separate projects.)

When you enter the “[Project Name](#)” in PA-SHARE, be sure to indicate the total number of demolitions or dispositions (I.e., 15 Demolitions in Borough of Emmaus). A complete list of addresses should be provided in two places: listed in the Project Description field *and* [included as numbered list in a pdf attachment](#). With the list of addresses, please be sure to include the reasons why those buildings are proposed for demolition or disposition.

If PA SHPO staff reviews the submission and determines that any resources included in the project have the potential to be considered a historic property, SHPO staff may request that the demolition or disposition of that property be resubmitted as a new project in PA-SHARE. In that circumstance, the project description for the newly submitted project must be sure to note the associated project number of the previous batch submission (I.e., 2021PR56151), so that you will not need to reenter the resource information.

### Project Overview

**Project Name: \***  
15 Demolitions in the Borough of Emmaus on West Main Street, North Street, 2nd Street, and Pine Street  
153 characters remaining

**Project Description: \***  
264-268 West Main Street; 30-34 North Street; 56-64, 78, and 95-99 2nd Street; 85, 96, 101 and 240 Pine Street  
890 characters remaining

If our city/county has 50 HUD funded rehabilitations, demolitions, or dispositions, do I have to enter all of them in one sitting?

No. You can begin a submission and return to it at any time before submitting to the PA SHPO. There are four blue buttons in the lower right corner of your screen:

- **Export:** Click this button to print a copy of your project submission.
- **Save and Continue:** Click this button at any time during data entry to save the information you entered and continue working. We recommend doing this frequently to avoid losing any information.
- **Finish Later:** Click this button to save the information you entered as a draft submission that you want to complete later.



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- **Submit to SHPO:** Click this button once you have entered all the project information and all of resources proposed for demolition or disposition and you are ready to submit the project to the PA SHPO.

One or More Above Ground Resources 45 Years in Age or Older

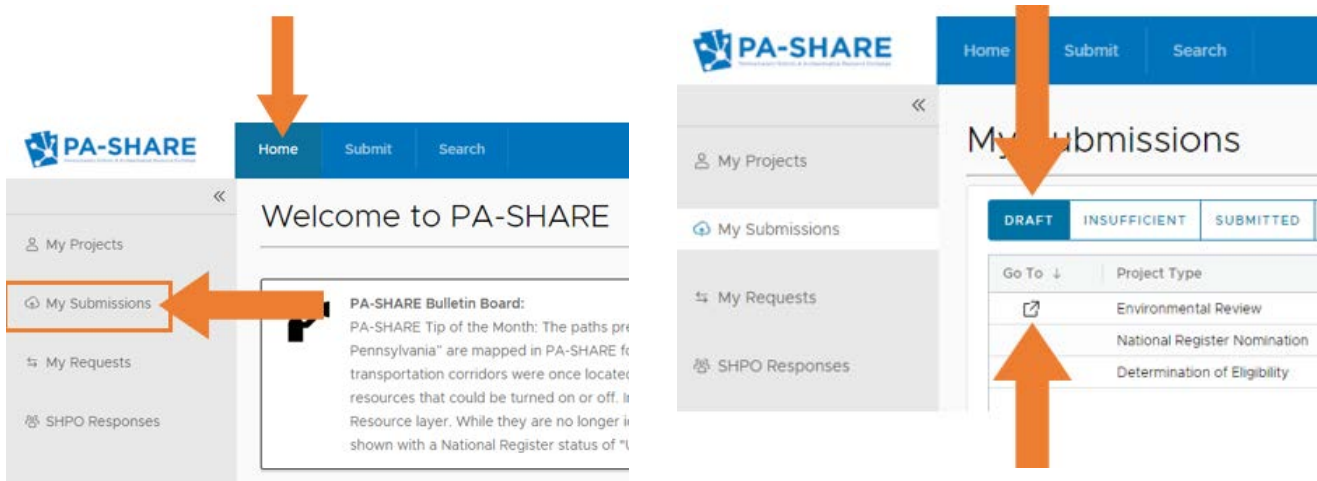
This project includes:

Construction  Demolition  Rehabilitation  Disposition

[EXPORT](#) [SAVE AND CONTINUE](#) [FINISH LATER](#) [SUBMIT TO SHPO](#)

If I select FINISH LATER to save my project submission as a draft, how do I find it to finish it later?

To find your draft project submission, go to the PA-SHARE Home page and click on “My Submissions” in the sidebar at the left side of your screen. The “My Submissions” screen will open, and you will see a list of your draft submissions. Click on the “Go To” icon (box with arrow) to open your draft submission.



Does a Responsible Entity (RE) still have to submit a project to PA-SHARE with all the required documentation if the project only involves interior work, like carpet, kitchen cabinet or furnace replacement, or simple exterior rehabilitation work, like in kind roof replacement using the same materials, or if any ground disturbance is limited to a location that was previously disturbed, like sidewalk replacement?

Yes, even projects with limited potential to affect historic properties or archaeological resources require consultation with the PA SHPO under Section 106 of the National Historic Preservation Act (NHPA) as part of the Environmental Review under the National Environmental Policy Act (NEPA). All CEST, EA, and EIS projects require Section 106 consultation with the State Historic Preservation Office (PA SHPO).

How do I submit an EMERGENCY DEMOLITION REVIEW for an expedited Section 106 Review?

To request a 7-day expedited review for an emergency demolition, submit the project and the resource information in PA-SHARE in the same manner as any other demolition project.



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To identify your request as an emergency demolition, include “EMERGENCY DEMOLITION” at the beginning of the project name. For example, “EMERGENCY DEMOLITION 1 West Main Street”.

Project Name \* 

EMERGENCY DEMOLITION 1 West Main Street

216 characters remaining

Please be sure that your submission includes all the documentation required by HUD, saved as a pdf, and uploaded to PA-SHARE as an Attachment to the Environmental Review project to demonstrate that their conditions of an Emergency Environmental Review are met. They can be found here:

<https://www.hudexchange.info/resource/2926/hud-memo-environmental-review-exemptions-disasters-imminent-threats/>.

If a HUD funded project is also receiving Federal Historic Rehabilitation Tax Credits, can an RE just use the Federal Rehabilitation Tax Credit approvals as the Environmental Review Record?

No, Part 1, Part 2, or Part 3 historic tax credit approvals alone cannot be used for an Environmental Review Record. Historic tax credit projects are reviewed by different staff in our office and are not a substitution for Section 106 consultation.

It is possible that the scope of a Section 106 Review can be different than the Federal Rehabilitation Tax Credit project, usually due to differences in what is allowed under HUD funding versus the limitations on qualified rehabilitation expenditures for the Federal Historic Rehabilitation Tax Credit. The HUD-funded project could involve additional historic or non-historic properties, additional ground disturbance, or newly constructed buildings elsewhere on the property. The RE should be sure to note any differences in the scopes of work in their Environmental Review submission.

The RE can initiate Section 106 consultation with the PA SHPO at any time; however, the PA SHPO cannot make a finding of effect under Section 106 until the scope of work for the Federal Rehabilitation Tax Credit has been finalized. For Federal Historic Rehabilitation Tax Credit projects, the scope of work is finalized once the Part 2 - Description of Rehabilitation application is approved by the National Park Service (NPS). If NPS approves the Part 2 application but attaches conditions, those conditions will need to be resolved before the scope of work is considered finalized and the PA SHPO can make a finding of effect.

As part of the Section 106 review consultation, and to demonstrate that the Part 2 application has been approved and that the project meets [The Secretary of the Interior’s \(SOI\) Standards for the Treatment of Historic Properties-Rehabilitation](#), upload the Part 2 – Description of Rehabilitation cover sheet signed by the NPS reviewer as an attachment in PA-SHARE. Please also keep in mind that if the developer chooses not to continue pursuing the Historic Rehabilitation Tax Credits, the RE is still responsible for consultation under Section 106 as part of the Environmental Review.



## Project Contacts

### Who should be listed as project contacts on each project submission?

Include anyone who should have current or future access to the administrative record for the Section 106 consultation and only the project contacts listed on the project will be able to access the PA SHPO responses in PA-SHARE. Please note that each Project Contact must have their own free Basic PA-SHARE account to view project information or PA SHPO correspondence.

If you are a consultant submitting HUD-funded projects for a HUD sub-grantee or Responsible Entity (RE), you must include at least one project contact from the municipality or county who is the legally Responsible Entity (RE) for the Environmental Review. Though consultants can submit projects on behalf of grantees, the Section 106 consultation is the responsibility of the “Agency Official” and our correspondence will be addressed to them or their staff designee. For more information, see <https://www.hudexchange.info/faqs/1074/who-is-responsible-for-completing-and-documenting-the-environmental-review/>.

### How can I add additional project contacts on a project submission?

After you add the Primary Contact under “Contact Information”, you can add additional project contacts by clicking “Add a New Contact” and entering the required information. The first project contact will be set as the Primary Contact by default. You can edit, change the primary contact, or delete a contact using the buttons in the upper right corner of the Contact Information grid.

Contact Information

Email	First Name	Last Name	Title	Organization	Phone	Primary
jane.doe@gmail.com	Jane	Doe				Yes

### How do I add additional project contacts later after the project is in PA-SHARE?

If you are listed as a Project Contact, you can add additional project contacts through PA-SHARE. You must already be listed as contact on the project to use this wizard.

Navigate to the Submit page and click on “Project Contact”. Enter your Environmental Review project number and click “Search”. Follow the steps to add the new project contacts. Please note that to view any project information or PA SHPO correspondence, each project contact must have their own free Basic PA-SHARE account.



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## What should I choose as the Project Name?

The project name, exactly as you enter it, will appear in the subject line of the response letter from the PA-SHPO. Please be sure that the project name contains a brief but sufficient description of the project itself and includes the project’s address and city/town. Good descriptive examples are:

- Exterior/Interior Rehabilitation of [insert Address/Town]
- ADA upgrades to [insert Address/Town]
- Lead Hazard Control Project for [insert Address/Town]
- Proposed demolition of [insert Address/Town]

## What is the Primary Agency?

Add a lead agency as well as any additional agencies that may be involved in the project.

- If the project is in a HUD Entitlement Community, please choose “HUD – Department of Housing and Urban Development.”
- If the project uses HUD funding awarded through PA’s Department of Community and Economic Development or is part of an application for PHFA funding, please choose “HUD-DCED – HUD via Department of Community and Economic Development”.
- Under Program /Permit Name, please specify the HUD program associated with the federal funding (i.e., CDBG, HOME, LEAN, Public Housing Capital Funds, etc.).





## Area of Potential Effect (APE)

### What is an APE? What is an LOD?

The Area of Potential Effect (APE) includes the project's physical boundaries as well as potential indirect (visual, audible, or vibrational) effects to above ground historic resources. The Limit of Disturbance (LOD) is defined as the area of total earth disturbance for the project.

### What is the appropriate APE and/or LOD for a single building rehabilitation or disposition project?

The Area of Potential Effect (APE) for most HUD-funded projects will be limited to the location of the project itself. The Area of Potential Effect (APE) for a detached residential rehabilitation or demolition/disposition is the property's current tax parcel. Therefore, in the "APE Description" please write "The APE is the current parcel".

A Limit of Disturbance (LOD) is only required for projects with ground disturbance and includes any new construction, utilities, access roads, etc. Unless there is the potential for visual, vibrational, or audible effects, you can copy the APE as the LOD.

### What is the appropriate APE for a demolition project or new construction?

The Area of Potential Effect (APE) for a residential demolition project or new construction is limited to the parcel, unless the proposed demolition is in a National Register listed or eligible historic district. The APE may extend beyond the project location's parcel, especially if the building proposed for demolition is a rowhouse or is connected to the adjacent buildings in a historic downtown commercial area or the proposed new construction is taller than the existing buildings in the historic district.

The example below shows an APE which is limited to the parcel but lies within a National Register eligible historic district. The APE is shown as the darker yellow rectangle with purple outline (indicated by the orange arrow).



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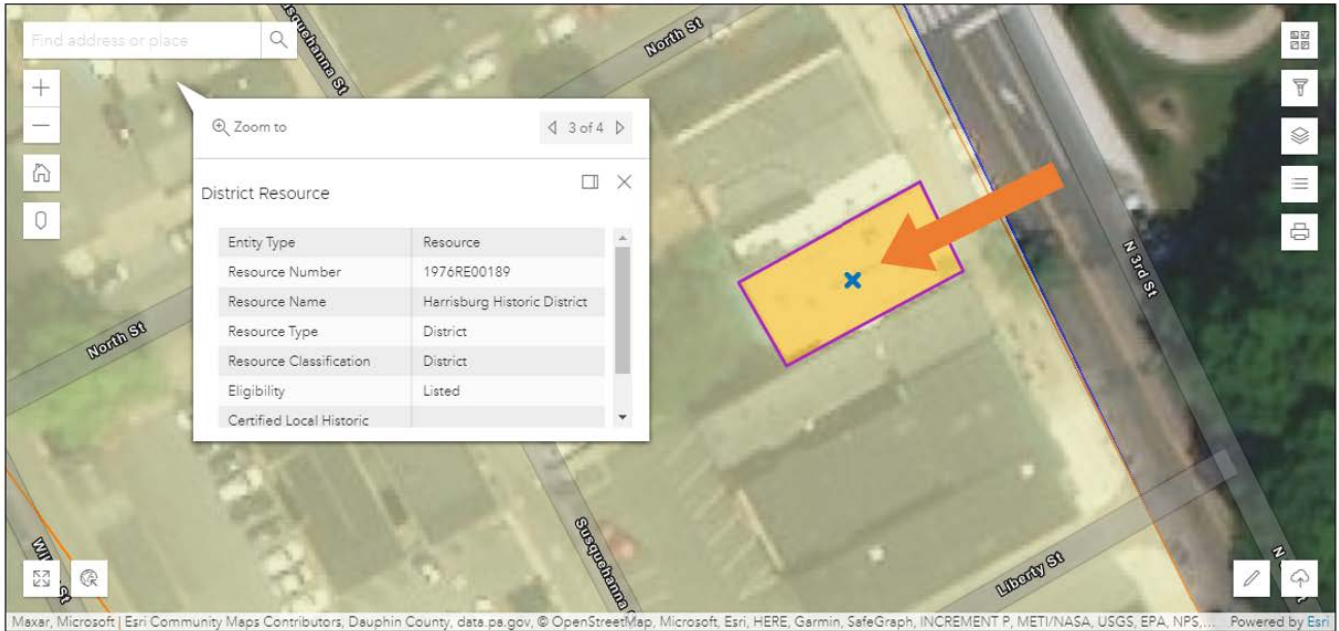
APE Description

The APE is the current parcel.

970 characters remaining

APE Area (acres): 0.05

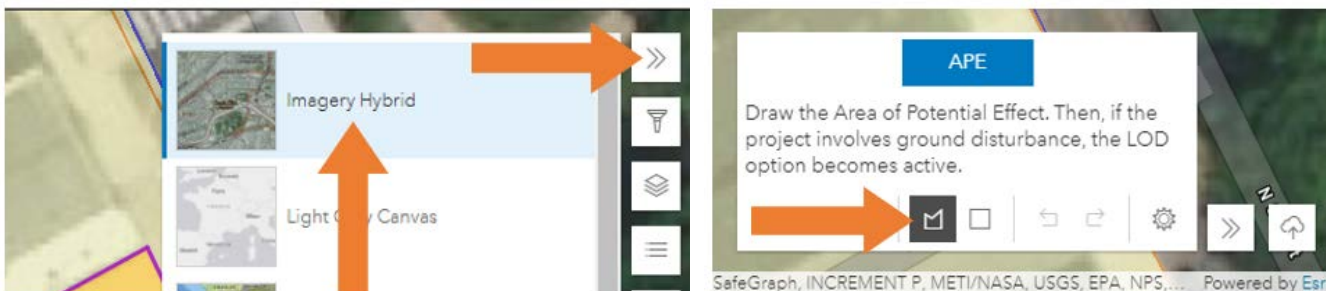
ZOOM MAP TO PROJECT ADDRESS



## What is the easiest way to draw the APE on the map?

We recommend changing the basemap to “Imagery Hybrid”, so it is easier to see the outlines of buildings, roads, and sidewalks. You can change the basemap by clicking on the top icon in the upper right corner of your screen. This will open a menu of options and “Imagery Hybrid” is the first option.

The irregular polygon tool (highlighted below) is the easiest way to draw the APE. Select this icon and then choose the four corners of the project area and double click at the last corner to close the polygon.





How should projects with locations throughout an entire municipality (i.e., curb cuts, street repaving, sewer line replacement, etc.) be mapped in PA-SHARE?

In the project description, note the project is municipality-wide or has multiple, scattered site locations.

If you do not have GIS data, you can map the projects as described below:

- For municipality-wide projects or scattered sites projects with multiple locations: Map a small box in the center of the municipality for municipality-wide project areas or map the first location of the scattered sites project and then upload a more detailed map showing all locations as an Attachment under Project Documents.

If you have GIS data that outlines the locations, you can export the feature class to a shapefile, compile all shapefile components into a .zip file, and upload the .zip file.



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### Historic Resources

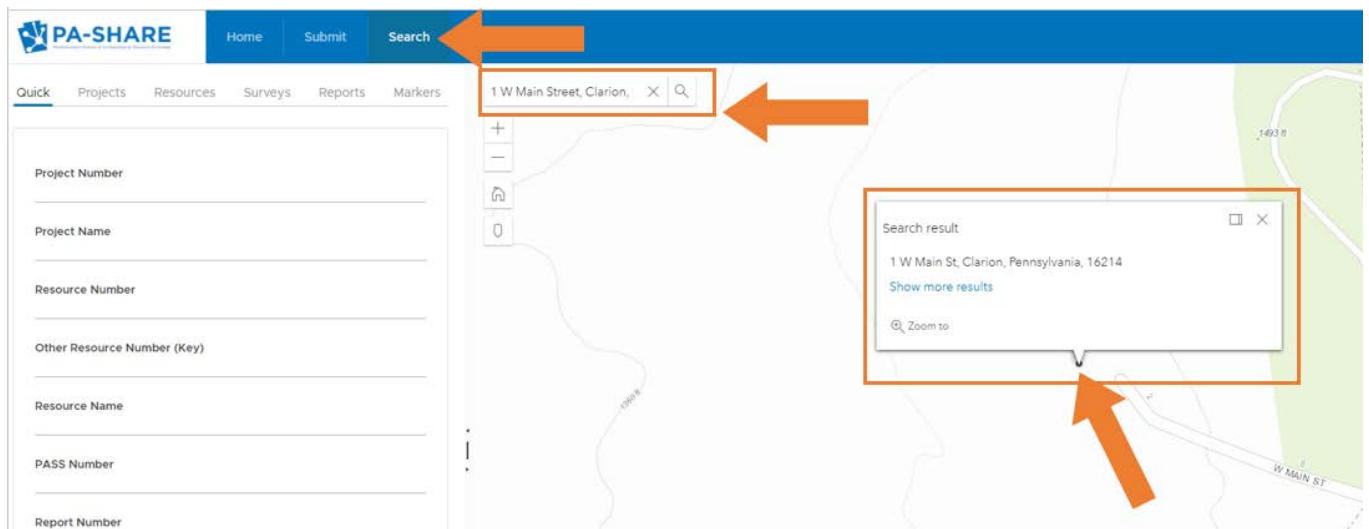
Where is the inventory of historic resources used for Section 106 consultation with the Pennsylvania State Historic Preservation Office (PA SHPO)?

When in the project planning stage, RE's check the PA SHPO's inventory of historic resources listed in or determined eligible for listing in the National Register of Historic Places through PA-SHARE. This inventory is the only inventory used for Section 106 consultation with the PA SHPO.

### How do I search the inventory in PA-SHARE?

You can search the inventory through PA-SHARE's Search page. Step-by-step instructions for searching for historic resources in PA-SHARE are available at online: [Searching for Resources and Other Information in PA-SHARE](#).

The easiest way to search for resources in an area is to do a spatial search by entering an address in the upper left corner of the map. You can then zoom or pan on the map and click on a potential project location to see if there are any historic resources listed in or determined eligible for listing in the National Register of Historic Places or previously identified resources that have not yet been evaluated for the National Register of Historic Places.



### How do I interpret the different shapes and colors on the map?

The map legend includes a list of the symbols and colors used on PA-SHARE maps. You can open the legend by clicking on the fourth icon, which looks like a bulleted list, in the upper right corner of your screen. Scroll down the entire list to see the full legend.

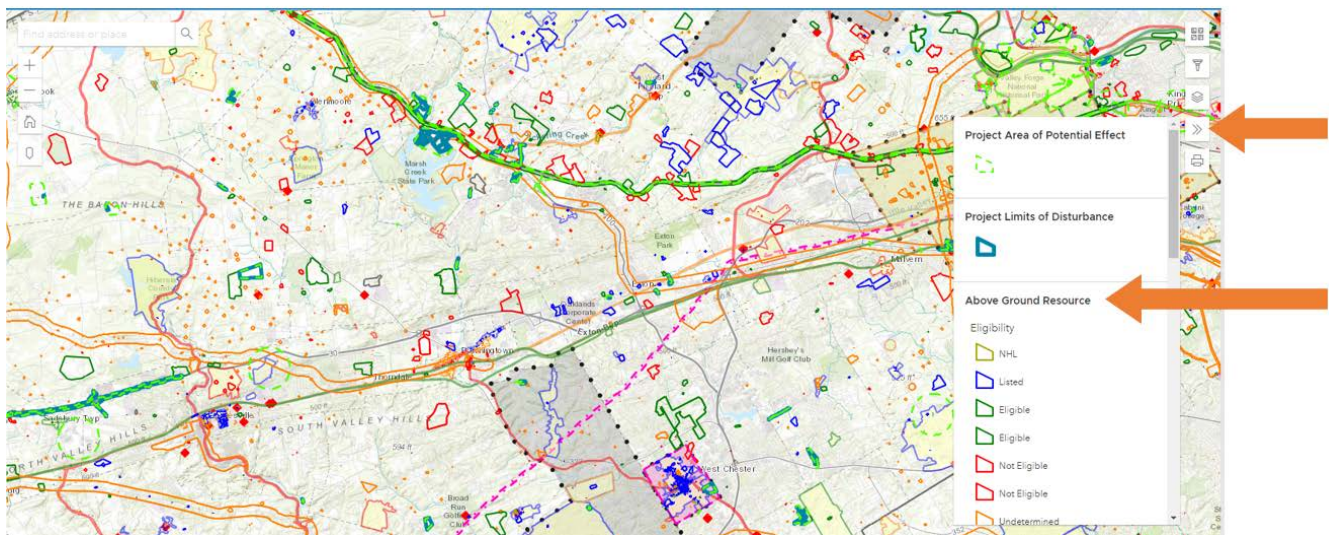
- Project APEs are coded with dashed bright green lines and project LODs as thick teal lines. For projects with both an APE and LOD, these lines will appear as solid green and teal lines.



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- Above ground resources are coded with differently colored solid lines; polygons without infill are for individual resources and polygons with light yellow infill are for historic districts. For both types of polygons, each color as shown in the legend indicates the resource's National Register status.
- Archaeological resources are coded with solid black lines and different color infill to indicate the resource's chronology category.
- Above ground surveys are coded with pink lines and infill.
- Certified Local Governments are coded with a black dotted line and light infill.
- Historical markers are coded as red squares.



### How do I know if there are historic resources in the APE for my project?

PA-SHARE will tell you if there are historic or archaeological resources in the APE or project area once you draw it on the map. Any historic resources within the APE polygon or that intersect or overlap with the APE polygon will automatically appear and in the grid below the map that is titled “Resources within the Project Area”.

The grid provides important information like the name, type of resource, it's PA-SHARE resource number, and if the resources are listed in the National Register, eligible or not eligible for listing, or undetermined, meaning they have not be evaluated for listing.

To view information about a resource listed in the grid, click on the eye icon in the “View” column. To update information about the resource in PA-SHARE, click on the circle icon in the “Update Info” column.



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Municipalities Containing the Area of Potential Effect (APE)

Municipality	County
Shippensburg	Cumberland

Resources within the Project Area

Previously-Identified Above Ground & District Resources in the Area of Potential Effect (APE)

Update Info	View	Resource Number	Resource Type	Resource Name	Address	Eligibility ↑
+	👁	2010RE03283	District	Cumberland Valley Railroad		Eligible
+	👁	1982RE00300	District	Shippensburg Historic District		Listed
+	👁	2019RE23210	Above Ground	Raystown Path		Undetermined

Is an Abbreviated Historic Resource Survey Form still required?

No. You will enter information directly into PA-SHARE as a new resource (or you will update the information on a pre-existing resource) when you submit the Environmental Review project in- PA-SHARE. This information, which we call “Identification level” survey data, takes the place of the Abbreviated HRSF.

For step-by-step instructions for adding a new resource to PA-SHARE, please refer to the [Adding an Above Ground Resource to PA-SHARE](#) tutorial.

Resources within the Project Area

Previously-Identified Above Ground & District Resources in the Area of Potential Effect (APE)

Update Info	View	Resource Number	Resource Type	Resource Name	Address	Eligibility
Start adding features to the map to populate this table.						

Above Ground and/or District Resources: 0

Newly-Identified Resources and Previously-Identified Resources with Updated Information

**ADD RESOURCE** ←

Type	Subtype	Resource Name	Address	Status
No records have been added.				

Resources: 0



## When must a building in the APE be added as a new resource or be updated with current information in PA-SHARE?

There are three scenarios that will require you to enter a new resource record or update an existing resource record in PA-SHARE:

1. If the project is a proposed demolition or disposition, including an emergency demolition,
2. If the project has the potential to alter the public-facing elevations of a building.
3. If the project involves substantial changes to a building, including large new additions or removal of significant historic features, like porches.

Current photographs of all public-facing elevations are required when updating existing resource records. For step-by-step instructions for adding a new resource to PA-SHARE, please refer to the [Adding an Above Ground Resource to PA-SHARE](#) tutorial.

If you are not sure if your project requires adding or updating a resource at the time of initial submission, you can submit your project without adding a new resource or updating an existing one. However, please keep in mind that PA SHPO review staff may respond with a request for additional information for new or updated resource data in PA-SHARE.



## Project Documents

How many photos do I need to submit for a rehabilitation project or a proposed demolition or disposition?

Provide at least one photo of each public-facing façade of the building affected by the proposed project and close-up as well as detail photos of any specific features that may be proposed for alteration, replacement, or removal in the scope of work.

For proposed window and/or door replacement: Provide detailed photos that clearly show the following:

- the windows or doors proposed for replacement, especially if they are the original windows, decorative divided-light windows, wood windows, or stained glass windows
- their current condition, and
- why they are unable to be repaired in lieu of replacement.

If the original windows or doors have already been replaced and this project proposes to replace the replacements, that needs to be apparent in the photographs and mention their previous replacement in the project description.

Do the photos need to be uploaded as separate jpegs?

No. Please submit the photos as a PDF photo sheet as an Attachment in the Project Documents section. Do not submit photos as jpegs.

The photo sheet should be a single PDF document organized to have no more than two photos on a page with captions.

Project Documents



 VIEW EDIT DELETE

Image	Name	Date	Date Created	Description
No photos have been added.				

Photos: 0

 VIEW EDIT DELETE

Attachment Type	Attachment Name	Date Created	Description
No records have been added.			

Attachments: 0

What should be included as an attachment for the project?

Attachments are required and intended to supplement the information directly entered in PA-SHARE.





The following attachments are required for HUD projects:

- a long version of the narrative description of the project that includes:
  - the identification of any historic properties affected by the proposed project, noting if the proposed project involves historic resources listed in or determined eligible for the National Register of Historic Places.
  - a recommendation of a finding of effect.
- the detailed scope of work,
- photo sheet, and
- plans.

The Responsible Entity should provide a recommendation of a finding of effect, as follows:

- no historic properties
- no effect
- no adverse effect to historic properties
- adverse effect to historic properties

Upload all attachments in the section labeled Project Documents. Attachments should be combined into a single PDF document and saved as the Attachment Type “Document”. Please do not upload Word documents.

Please do not submit the PNDI, FEMA or wetland maps, site contamination reports, etc. or any other related Environmental Review information used for the ERR under NEPA’s related laws and Authorities.

### [What if an Attachment will not upload?](#)

If your PDF is larger than 70 MB (the maximum file size PA-SHARE will accept), it will need to be split into separate files. Please label each file clearly.



## Submission and Follow Up

How can I print a copy of the documentation I provided at the ER Initial Submission screen for my Environmental Review Record (ERR)?

After you finish entering the information on the Environmental Review Initial Submission screen and **before you click on the Submit to SHPO button**, you can use the EXPORT button to create a PDF of the information you have entered.



You must remember do this BEFORE you submit to SHPO; after you submit to SHPO, you will not have the ability to create a pdf of the data that was entered at the initial submission screen.

How do I download a document for my Environmental Review Record to demonstrate that the Section 106 consultation process has been completed?

When the review has been completed by PA SHPO staff, PA-SHARE will send a system-generated email titled **PA-SHARE Submission Response for Environmental Review Project Submission**

To find the PA SHPO response and download the response letter, you will need to return to PA-SHARE. Sign in to PA-SHARE first and then click on the link in the email. This will open the Project Record and the response letter will be found under SHPO Attachments.

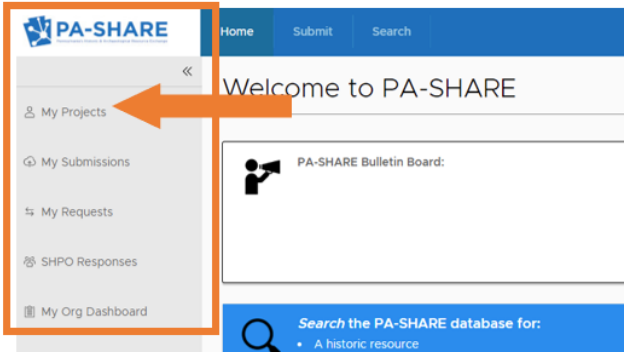
Please note that if your project involves a historic property or is located within a historic district and has the potential to affect historic properties, the PA SHPO reviewer could respond with a letter that requests additional information and consultation will continue.

How do I check the status of a submission for an Environmental Review project?

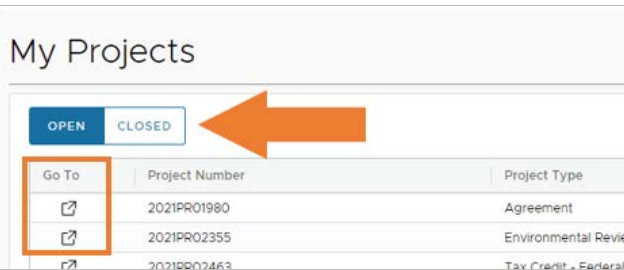
You can check the status of a submission for an Environmental Review project If you are a registered PA-SHARE user and you are a project contact.



# USING PA-SHARE FOR HUD-FUNDED PROJECT REVIEWS: FAQs for CDBG- and HOME-funded projects in HUD Entitlement Communities and DCED Small Communities in Pennsylvania



Sign in and find the My Projects queue on the left side of the external home screen. Click on the My Projects queue.

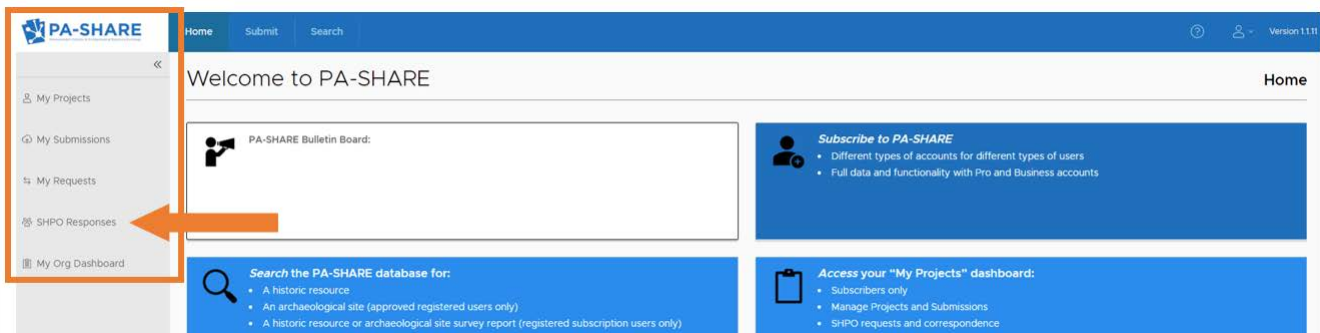


You may need to switch between Open and Closed projects to find the project you are looking for. Highlight the project and click on the Go To (box with arrow) button to open the Project details.

Under the Submissions grid will be a list of the project's submissions and reviewers, along with the due date and status (Clock field) of the review. If a submission status is Open, it is still under review. If a submission status is Closed, all SHPO reviewers have signed off.

## What if I deleted the emails from PA-SHARE that contain the link to the Project Response?

When logged into PA-SHARE, you can access all Project responses from the SHPO Responses queue on the PA-SHARE home screen.



## How can I send more information about a project when more information is requested by the SHPO?

If the SHPO requests more information in a PA-SHARE response, you will receive an email. Sign in to PA-SHARE first and then click on the link in the email. This will open the Project Record and the SHPO response screen.



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Scroll to the SHPO Requests More Information section, select the request (it will be highlighted in blue), and click PROCESS in the upper right corner of the grid. You will then be directed to a screen to enter the additional information.

SHPO Requests More Information

Status	Type	Requested By	Description
Information Requested	New Attachment	Jenna Solomon	Please attach the updated scope of work.

**PROCESS**

**SHPO Request More Information Help**

SHPO may request more information to complete a review. The details of that request will appear here. You can respond to the SHPO request by highlighting the request and clicking on the Process button.

I have additional information on a project, not requested by the SHPO, like updated designs or changes to a scope of work. How do I upload this to PA-SHARE?

If a project was initially submitted through PA-SHARE and you are a contact on the project, use the Project Supplement wizard on the Submit screen. If you are not listed as a contact to the project, someone who is a contact can add additional contacts using Project Contact on the Submit screen.

In the Project Supplement Description, explain what is being sent and why the additional information is being submitted, for example, a change in the scope of work or a revision to the project design. Attach any relevant documents and photo sheets as PDFs.

PA-SHARE

Home Submit Search

### Submit Home

The Submit module is the location for sending information to the State Historic Preservation Office (SHPO). To begin, choose a submission type by clicking the VISIT link in the cards below or choose an area in the navigation sidebar to the left.

**Environmental Review**

Submit projects for PA SHPO review under Section 106 and the State History Code.

VISIT

**DOE Request**

Submit information here to find out if your resource is eligible for listing in the National Register of Historic Places.

VISIT

**Marker Nomination**

Submit a nomination to recognize a significant person, place, event or innovation for a Pennsylvania Historical Marker.

VISIT

**Success Story**

Submit a Preservation Success Story to showcase the people, places, programs and projects that embody #PreservationHappensHere and be automatically entered for a PA SHPO Community Initiative Award.

VISIT

**Independent Survey**

Submit information about an above ground survey you conducted.

VISIT

**Independent Survey Proposal**

CLGs, academic institutions, and avocational historians should use the Independent Survey wizard. Submit a proposal for a survey independent of an Environmental Review project.

VISIT

**Project Supplement**

Supplement an existing PA-SHARE project with a submission of additional photographs or documents.

VISIT

**Project Contact**

Submit additional contacts to an existing project. Note: You must be a contact on the project to use this feature.

VISIT