



POST 1994 CRA INTERNET ELECTRONIC FILING INSTRUCTIONS

1. Read the 2009 Post 1994 CRA Annual Report Letter. This letter is available on the Ohio Department of Development's website at <http://development.ohio.gov/edd/cra/CRAFormsDoc.htm> and was also emailed to the CRA Housing Officer the last week of December or the first week of January.
2. Using your internet browser, navigate to this location: <http://development.ohio.gov/edd/cra/CRAFormsDoc.htm>. After the "Ohio Community Reinvestment Area Program" web page appears, scroll down to the "Annual Report Documents and Forms" heading and click on the "Annual Report Entry" topic. A listing of counties will appear. Select the county in which the CRA is located and click on it. A list of CRA areas in that county will then appear. The list contains the name of the jurisdiction in which the CRA is located, and the unique number assigned by Ohio Department of Development to the CRA. Select the CRA. At that point, a listing of all active CRA agreements for the selected CRA will appear.
3. Select the specific CRA agreement for which a Section C report is being submitted. Once selected, a dropdown box will appear with the company name and CRA agreement number listed. Below that box is a password box, where you enter your password. **Your password can be found in the 2009 Post 1994 CRA Annual Report Letter that was emailed to the Housing Officer.** These report screens are designed just to look like the paper copies previously used to report community reinvestment area agreement activity. Section C of the report is divided into two parts, the Agreement Information (terms committed to in the Community Reinvestment Area Agreement) and the Performance Information (the actual achievements, i.e. actual amounts invested or actual jobs created, as of 12/31/09).

The Agreement Information (blue text) represents the information recorded on page one of Section C. The color-coded figures represent the terms and conditions of the current agreement. Please review this information for accuracy. This information reflects static agreement commitments and in most cases should not be changed. Development should be notified by email or in writing of any changes that need to be made to this section. Information from the previous year's report (black text) is included on the electronic form. The Performance Information (black text) represents the information on pages two and three of Section C. Utilizing completed Section C's from your companies; update the form for current data as necessary.

All fields in the Performance Information portion of the Section C report must be completed for the report to be filed. Upon completion of the data entry, the name of the company representative, and name of housing officer, click the submit button at the bottom of the form. This will electronically file the information. Your copy will be on the screen and you can click the print icon or choose file print in your browser to print a copy.

Important Note: The Confirmation No. at the top of the submitted electronic form must be written on the hard copy by the housing officer. Click the “Return to Annual Report Front Page” button on the form to fill out the next company’s information and repeat the process.

4. The Section A and Section B portions are to be **completed after all of your Section C’s have been entered.** Select “Section A and Section B” from the drop down menu. You will still enter the Password to get to the data entry portion and upon completion click submit. Print this form with its Confirmation No. and retain it for your records.
5. Section A&B will also require the CRA Housing Officer to update his/her contact information, including email address. Please take care to correctly enter this information, as it will be used by Development to contact the local political subdivision, as well as to provide potential project leads with a means to contact your community. In addition, this year Development will request that each CRA Housing Officer select a “secret question” and provide an answer to that “secret question.” This information is being collected to facilitate electronic retrieval of your password next year (and in future years) should you misplace it. Development was careful in selecting “secret questions” that did not ask for confidential information that might infringe upon your privacy rights or increase the risk of identity theft or other harm against you. **Despite these precautions, do not provide an answer to the "secret question" that you use or your organization uses commonly as a password for sensitive items (banking, email, etc.).** Development believes that this new service will increase our customer service to you and make the annual reporting process more secure as well as making it easier to complete and file.
6. When the electronic filing is complete, please retain all paper copies with original signatures for your records. **DO NOT SEND ANY PAPER COPIES.** If you have an agreement(s) that was not included in the dropdown menu for the electronic Section Cs, please contact Development immediately for instructions.
7. File all of your political subdivisions required CRA reports no later than March 1, 2010. Failure to file will result in a \$500 per month penalty for each CRA that has not completely filed a report with Development. In addition, any CRA that has an outstanding report is statutorily barred from entering into any new CRA agreements until a complete report is received.
8. If you have any questions, please contact Matthew L. Sutherland, Senior Tax Incentives Specialist at 614.728.6778 or matthew.sutherland@development.ohio.gov.