

The Following is a thumbnail sketch for establishing a Community Investment Area:

1. Determine the area where you want the CRA to be located. It must have a minimum of two structures within the area, and one must be a residence.
2. Conduct a housing survey of the area. The area must include specific evidence of disinvestment in the structures located there. For example: houses that are in disrepair (i.e. poor roofing, siding falling off, and porches coming off of the houses). Basically, evidence that the structures have not been kept up. Then I need a narrative about the conditions of the area and photos with addresses of the structures in need of repair.
3. Once the area is determined and the survey is done, the local legislative body must pass its legislation to create the CRA. City or Village Councils can do this within their corporate limits, and County Commissioners must do it for areas in townships. Keep in mind that if your area wants to offer an exemption for residential projects, the incentive rate and incentive term must be specifically spelled out in the legislation.
4. The enabling legislation must then be published in a newspaper of general circulation once a week for two consecutive weeks per the requirements of the Ohio Revised Code. The entire body of the legislation must be published.
5. After the legislation is passed and published, the CRA Petition for Confirmation must be filled out. A copy is included in your package.
6. Submit the petition and all supporting documentation including municipal and county (if applicable) legislation, map and matching written description, to the Ohio Department of Development (ODOD), care of:  
Tony Boetto, Sr. Tax Incentive Specialist  
Ohio Department of Development  
77 S. High St. PO Box 1001  
28<sup>th</sup> Floor  
Columbus, Ohio 43216-1001
7. Once this information has been received by ODOD it will be reviewed for compliance with the legal requirements of the program.
8. Once the requirements have been met, the CRA Confirmation Certificate will be sent to the Director of ODOD for his signature. Assuming that all information is included with the petition, this confirmation takes between one to two weeks from submittal.
9. After the Director of ODOD has confirmed the area, then the local jurisdiction can begin offering tax incentives to projects.

If you have any additional questions regarding this procedure or the requirements to establish a CRA, please call (614-728-6778) or email [aboetto@odod.state.oh.us](mailto:aboetto@odod.state.oh.us).