



## **2019 POST-1994 CRA ANNUAL REPORT LETTER:**

This letter serves as notice that the 2019 Community Reinvestment Area (CRA) Annual Reporting Period has started.

The 2019 CRA Annual Report (for Post 1994 CRAs) includes three separate required reporting requirements:

1. An Area Report to catalog the aggregate activity in the CRA. **This report must be completed every year, even for CRAs with no active exemptions;**
2. Company Report (Specific CRA Agreement/Project Status Reports) for active commercial or industrial exemption agreements, (if the CRA has active commercial/industrial exemptions); and
3. A Residential Status Report for residential incentives if the CRA offers residential incentives and has at least one active residential exemption.

Blank worksheets of the three required sections of the CRA report can be located at [http://development.ohio.gov/bs/bs\\_comreinvest.htm](http://development.ohio.gov/bs/bs_comreinvest.htm) .

**Each CRA created prior to January 1, 2020 and confirmed by the Ohio Development Services Agency (Development), must complete and submit an annual report form that covers all exemptions in the CRA through December 31, 2019.**

### **Please Read the Following Before Beginning the Annual Report Process:**

1. **Local Incentives Annual Report Entry:** The annual reports are available at <https://development.force.com/> .
2. **Login/Password:** An account using **your email address** on file has already been created on Development's Agency Web Portal Login.

You should use **last year's password** or select "**Reset your password**" by using your email address as a first step, you'll get an email with the link that will navigate you to change your password. **DO NOT CREATE A NEW ACCOUNT.**

This email/password will allow access to the annual reports at any time and will also allow you to access annual reports for reference after they have been submitted. Annual report viewing is linked via the username/email address, such that all annual reports created under the same username/email can be accessed by that login.

3. **Method of Filing:** After logging in, the user is directed to the Development Services Agency Applications Portal. Click "Local Incentives" to advance through the portal. Similar to previous years, all reports must be submitted electronically to Development. No paper or emailed copies of the Area Report or Company Reports will be accepted. Housing officers are encouraged to retain signed

copies of the completed worksheets they receive back from business owners that are recipients of CRA agreements, but submission to Development is only to be done through the CRA Annual Reporting Module noted above.

4. **Order for Filing Non-Residential Reports:** All Company Reports must be filed before you can access the Area Report. This is due to the Area Report requiring aggregated information from all of the Company Reports. For more information about the filing process, please refer to the Electronic Filing Instructions, which can be found online at: [https://development.ohio.gov/bs/bs\\_comreinvest.htm](https://development.ohio.gov/bs/bs_comreinvest.htm) under annual reporting.
5. **Residential Reporting Process:** The Residential Status Report can be found on the program's website. The report can be downloaded, completed, and emailed to [daniel.strasser@development.ohio.gov](mailto:daniel.strasser@development.ohio.gov).
6. **Filing Deadline: The 2019 CRA Annual Report must be filed with Development by March 31, 2020.** Non-reporting subjects the local jurisdiction to a \$500 per month penalty. See ORC § 3735.672(B)(2).

**For more information about the filing process, please refer to the Electronic Filing Instructions, which can be found on Development's CRA page.**

Thank you for your assistance in completing the 2019 CRA Annual Report. Some information from the 2017 annual report filings have been compiled and can be found on Development's website at <http://development.ohio.gov/OTEISearch/cra/default.aspx>. To obtain information about a specific CRA agreement, select the appropriate county and scroll down to search for individual agreements. Selecting the hyperlink in the first column will download data for each agreement including last year's annual reporting numbers.

**Please login and check the annual report page on the website to make sure every area and agreement is listed.** If there is any missing information, or if you have any questions or comments regarding the 2019 Annual CRA Report, please contact Daniel Strasser, Tax Incentives Analyst, at [daniel.strasser@development.ohio.gov](mailto:daniel.strasser@development.ohio.gov).

Thank you for your assistance in completing the 2019 Community Reinvestment Area Annual Report.