



## POST 1994 CRA INTERNET ELECTRONIC FILING INSTRUCTIONS

1. Read the 2011 Post 1994 CRA Annual Report Letter. This letter is available on the Ohio Department of Development's ("the Department") website at <http://development.ohio.gov/Business/CRA/> and was also emailed to the CRA Housing Officer at the email address on file with the Department.
2. Using your internet browser, navigate to this location: <http://development.ohio.gov/Business/CRA/>. Click the "Annual Report Entry" heading at the top of the page. On the next page, from the drop down menus, select the appropriate "County" and "Community Reinvestment Area" for your area. In the "Password" line, type in your password for that area, provided in the Annual Report Letter. Once the password is confirmed, users will be directed to a webpage that lists hyperlinks for all of the active agreements in the area, as well as a link to the CRA Area Report (previously known as Section A and Section B).
3. Select a Specific CRA Agreement. The Specific CRA Agreement/Project Annual Status Report (previously Section C) is divided into two parts, the Agreement Information (terms committed to in the existing CRA Agreement) and the Performance Information (the actual achievements, i.e. actual amounts invested or actual jobs created, as of 12/31/11).

The Agreement Information section is designed to confirm that the Department has the most current agreement commitments between the parties. The colored text next to the entry boxes represents the information currently recorded in the Department's system, and in most cases should not be changed. If, during review, you determine that information updates are necessary, please provide these updates on the form. If a change is made to this section, the local community should immediately provide the Department with the legislation that authorized the change.

The Performance Information is designed to chart the CRA recipient's adherence to the contractual commitments described in the Agreement Information section. The colored text next to the entry boxes represents the information from the 2010 Annual Report. All of the fields in the Performance Information portion are required to be completed in order to submit the report. 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. Take note that a confirmation number has been added to your printed copy and is the Department's means of establishing when a report is filed.

4. The CRA Area Report (previously Section A and Section B) is to be **completed after all of your Specific CRA Agreement/Project Annual Status Reports have been entered.** To open this report, click on "CRA Zone Report" link, found on the same page as the CRA Agreement/Project Status Report drop-down. The CRA Zone report is designed to

collect aggregate data about the CRA for the current year as well as historical performance. Once you have completed all of the fields, click the submit button and print this form with its confirmation number. Retain a copy of this report for your records.

5. The CRA Area Report 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 with regard to CRA issues. 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 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.).**
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 were not included in the list of active agreements, contact Development immediately for instructions. **If the Department finds that a community withheld information about a specific agreement, it reserves the right to assess late penalties for not filing a complete report.**
7. In addition, if the CRA provides exemptions to Residential projects, a Residential Status Report will also be required. This report can be found on the website at <http://development.ohio.gov/Business/cra/CRAFormsDoc.htm> under “Annual Report Documents and Forms”. The report form is titled “Blank Residential Incentives Form”. Once this form is completed please email a copy to either of the email addresses listed in paragraph 9, below.
8. File all of your political subdivision’s required CRA reports no later than March 31, 2011. Failure to file will result in a \$500 per month penalty for each CRA report that has not been filed with the Department. Fines accrue to each individual company report as well as the CRA Area and therefore a failure to file any reports may result in substantial penalties. Any CRA that has an outstanding report is statutorily barred from entering into any new CRA agreements until all required reports are received.
9. If you have any questions, please contact Matthew L. Sutherland at 614.728.6778 or [matthew.sutherland@development.ohio.gov](mailto:matthew.sutherland@development.ohio.gov) or Carrie Richards Manno at 614.466.6667 or [carrie.manno@development.ohio.gov](mailto:carrie.manno@development.ohio.gov).