



LOCAL INCENTIVES INTERNET ELECTRONIC FILING INSTRUCTIONS – POST-1994 CRA, EZ, and TIF

1. The annual reports are available at <https://development.force.com/>
2. An account using **your email address** on file has already been created on Development's Agency Web Portal Login.
3. 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.**
4. After logging in, the user is directed to the Agency Web Portal Login. Click "Local Incentives" to advance through the portal.
5. Once the user reaches the "Local Incentives Annual Report Selection" window, the user can either begin by selecting an individual report). Note that annual reports will still be accessible to view, edit, and print after they are submitted.
6. Select a Company Report. The Company Report 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 12/31/2019).
 - a. Please note a feature that allows users to file an abbreviated report if the project remains under construction. If a given agreement remains under construction, and therefore not yet subject to the tax exemption, simply check the box at the top of the form.
 - b. The Agreement Information section is designed to confirm that Development has the most current agreement commitments between the parties.
 - c. The Performance Information is designed to chart the CRA recipient's adherence to the contractual commitments described in the Agreement Information section. 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 or zone manager, 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.

7. **FOR POST-1994 CRA AND EZs ONLY:** The CRA Area Report and EZ Zone Report **MUST be completed after all your Company Reports have been entered.** To open this report, click on “CRA Area Report” or “EZ Zone Report” link, found on the same page as the CRA or EZ Company Reports. The CRA Area and EZ Zone reports are designed to collect aggregate data about the CRA or EZ 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.
8. **FOR POST-1994 CRAs ONLY:** 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/bs/bs_comreinvest.htm under “Annual Report”. 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.
9. **FOR POST-1994 CRAs, EZs, AND TIFs:** 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.
10. File all your political subdivision’s required CRA, EZ, and TIF reports no later than March 31, 2020. Failure to file will result in a \$500 per month penalty for each CRA report and \$1,000 for each Enterprise Zone report that has not been filed with Development.

If you have any questions, please contact Daniel Strasser, Tax Incentives Analyst, at daniel.strasser@development.ohio.gov. Email is preferred due to the large number of jurisdictions that must interact with Development.