Ohio | Development Services Agency

John R. Kasich, Governor David Goodman, Director

TO: Community Reinvestment Area Housing Officers

FROM: Daryl P. Hennessy
Assistant Chief
Business Services Division

DATE: January 13, 2014

SUBJECT: The 2013 Pre-1994 Ohio Community Reinvestment Area (CRA) Program Annual Report

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The 2013 Pre-1994 CRA Annual Report is available in Excel format on Development's website at http://development.ohio.gov/bs/bs_comreinvest.htm. Pursuant to Ohio Revised Code (ORC) Section 3735.69(B), any municipal corporation or county that has created a CRA prior to July 1, 1994 is required to submit to Development an annual status report summarizing the activities and projects that have been granted a real property tax exemption within the CRA. This report is to address all active CRA exemptions during 2013 including projects certified by the Housing Officer to the County Auditor through December 31, 2013. Complete one report form for each Pre–1994 CRA in your jurisdiction, and different from previous years. Please make all entries for a given CRA area on the same reporting form. In previous years communities used multiple reporting sheets due to the lack of rows that could be displayed after printing on a standard sheet of paper. Since the report will now be sent electronically, please include the data on a single form.

This year the Ohio Development Services Agency (Development) will again ask for updated contact information for each Housing Officer and will request that all finalized reports be sent to Development by email. These changes are designed to provide more efficient communication between Development and your community, increase the visibility of your community's CRA by adding it to the Development website and to transition towards electronic annual reporting.

Please note that pursuant to ORC Section 3635.672, CRAs created after July 1, 1994 and Pre-1994 CRAs invoking the new rules are required to be confirmed by Development and receive a more extensive reporting format. In completing the 2013 Pre-1994 CRA Annual Report, please provide the best available information for the period ending December 31, 2013. In many instances, the property owner or tenants may need to be contacted to verify information – particularly job creation figures.

Starting next year, a password will be given to each Pre-1994 CRA. This specific password will be required to access the area's annual report via Development's website. Accordingly, the 2013 Pre-1994 CRA will require each Housing Officer to 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. 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.

77 South High Street
P.O. Box 1001
Columbus, Ohio 43216-1001 U.S.A.

614 | 466 2480
800 | 848 1300
www.development.ohio.gov

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The 2013 Pre-1994 CRA Annual Report must be submitted to Development on or before March 31, 2014. Please send completed reports via email to matthew.sutherland@development.ohio.gov. **Please make the subject line reads: "Pre-1994 CRA Report, CRA #<insert CRA number from website>" and attach the report to the message .**

Thank you for your continued partnership with Development regarding the annual report process. If you have any additional questions, please contact Matthew Sutherland, Senior Tax Incentives Specialist, at matthew.sutherland@development.ohio.gov