



2012 CRA Number: {ZoneNo}

2012 CRA Password: {Password}

February 14, 2013

Dear Housing Officer:

This letter serves as notice that the 2012 Community Reinvestment Area (CRA) Annual Reporting Period will begin on February 14, 2013. The 2012 CRA Annual Report (for Post 1994 CRAs) includes three separate required reporting requirements:

1. An Area Report (formerly "Section A&B") to catalog the aggregate activity in the CRA. **This report must be completed every year, even for CRAs with no active exemptions;**
2. Specific CRA Agreement/Project Status Reports (formerly "Section C") 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 .

Each CRA created prior to January 1, 2013, 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, 2012.

Please Read the Following Before Beginning the Annual Report Process:

1. **Password:** At the top of this message is a CRA specific password. This password will enable you to access the CRA Annual Reporting module for which you are the housing officer at <http://development.ohio.gov/CRAannualreports/>.
2. **Method of Filing: All reports must be submitted electronically to Development.** No paper, emailed or faxed copies of the Area Report or Specific CRA Agreement/Project Status Reports will be accepted. CRA Housing Officers are encouraged to retain signed copies of the completed worksheets that they receive back from businesses owners that are recipients of CRA agreements, but submission to Development is only to be done through the CRA Annual Reporting Module noted above.
3. **Order for Filing Non-Residential Reports:** This year, all Specific CRA Agreement/Project Status 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 Specific CRA Agreement Reports. For more information about the filing process, please refer to the Electronic Filing Instructions, which can be found online at: <http://development.ohio.gov/files/bs/2012%20CRA%20Electronic%20Filing%20Instructions%20-%20FINAL.pdf>
4. **Residential Reporting Process:** The Residential Status Report can be found on the program's website. The report can be downloaded, completed, and emailed to

matthew.sutherland@development.ohio.gov. A failure to submit a required Residential Status Report may result in the penalties which are described below.

5. **Filing Deadline: The 2012 CRA Annual Report must be filed with Development by March 31, 2013.** Non-reporting, including incomplete information, subjects the local jurisdiction to an automatic \$500 per month penalty. See ORC § 3735.672(B)(2). The monthly penalty will be assessed until a complete report is received from the housing officer. Please do not ignore this deadline. In order to assure accurate and complete reporting, Development will assess this penalty to any jurisdiction that has not filed complete reports by the deadline. **Development does not have the discretion to waive this penalty.** If Development finds that a given CRA agreement is not on file with our office and for which a Specific CRA Agreement/Project Status Report was not filed, a penalty will be levied against that community for failure to file a complete report. In addition, pursuant to ORC § 3735.672(B)(1), **any community that fails to file a timely annual report will be suspended from entering into new CRA agreements until the report is received by Development.**

Thank you for your assistance in completing the 2012 CRA Annual Report. Some information from the 2011 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.

This year's Area Report will again ask each Housing Officer for two additional items. First, each Housing Officer will be required to select a "secret question" and provide an answer. This addition to the annual reporting process will enable Housing Officers to electronically obtain lost or forgotten passwords by answering their "secret question." Second, Housing Officers will be required to update their contact information. Development relies upon this data to correspond with the local community and to direct potential project leads to the Housing Officer, making it essential that this data be updated on a regular basis.

If you have any questions or comments regarding the 2012 Annual CRA Report, please contact Matthew Sutherland, Senior Tax Incentives Specialist, at matthew.sutherland@development.ohio.gov. Thank you for your assistance in completing the 2012 Community Reinvestment Area Annual Report.

Sincerely,

Daryl P. Hennessy
Assistant Chief, Business Services Division
Ohio Development Services Agency