



2021 POST-1994 CRA ANNUAL REPORT LETTER:

This letter serves as notice that the 2021 Community Reinvestment Area (CRA) Annual Reporting Period has started.

The 2021 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 needs to be completed every year, even for CRAs with no active exemptions.
2. **Company Report** for active commercial or industrial exemption agreements, (if the CRA has active commercial/industrial exemptions); and
3. **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:

<https://development.ohio.gov/wps/portal/gov/development/business/state-incentives/ohio-community-reinvestment-area>

Each CRA created prior to January 1, 2022 and confirmed by the Ohio Department of Development (Development), must complete and submit an annual report form that covers all exemptions in the CRA through December 31, 2021.

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 Web Portal Login.

You should use **last year's password** or select "**Reset your password**" (if you have not visited the portal in the last six months) 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 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 should be filed before completing the Area Report. This is due to the Area Report requiring aggregated information from all the Company Reports.
5. **Residential Reporting Process:** The Residential Status Report can be found on the program's website under annual reporting. The report can be downloaded, completed, and emailed to localincentives@development.ohio.gov
6. **Filing Deadline:** The 2021 CRA Annual Report must be filed with Development by **March 31, 2022**.

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

Please login and check the annual report page on the website to make sure every area and company report is listed. Projects approved in 2021 may be missing but will be added by 2022 reporting.

If there is any missing information, or if you have any questions or comments regarding the 2021 Annual CRA Report, please email localincentives@development.ohio.gov

Thank you for your assistance in completing the 2021 Community Reinvestment Area Annual Report.