

February 2016

Dear CRA Company Contact:

The Community Reinvestment Area (CRA) Tax Exemption Agreement between your Company and the City of Cincinnati requires you to report annually “any information reasonably required...to evaluate the Company’s compliance with this agreement.” The City submits this data to the Ohio Development Services Agency and the data is subject to review by the City’s Tax Incentive Review Council (TIRC) in late spring.

These **INSTRUCTIONS FOR COMPLETING THE ANNUAL STATUS REPORT** should be used in conjunction with the **ANNUAL STATUS REPORT** form. Both documents can be found on the Community Reinvestment Area page of the City’s Choose Cincy website: http://choosecincy.com/services/business-development-resources/community_reinvestment_area.

The report has been recreated in the request email and information available from the City’s CRA Database has been included to assist you with completing this year’s report. Please review all of the information in the email and in your final submission to ensure that our records are accurate and up-to-date. If there are changes to the information we provide, please make them on the 2015 Annual Report Form.

Please download and complete the form, have it signed by an authorized representative, and send the form to Michael Banish using any of the following methods:

Scanned Attachment to an Email: michael.banish@cincinnati-oh.gov

Faxed: 513-352-6257

By Mail:

City of Cincinnati Department of Community and Economic Development
Centennial Plaza Two
805 Central Avenue, Suite 700
Cincinnati, Ohio 45202
Attention: Michael Banish

Annual Report submissions are due to the City by March 4, 2016. Failure to submit the required information by the above deadline could jeopardize the benefits of the agreement. If you have any questions related to this letter, please contact me at (513) 352-1958 or at the email address above. Thank you for your prompt attention to this matter.

Sincerely,

Michael J. Banish
Senior Community Development Analyst

The following instructions should be used in conjunction with the data in your email and the report form.

City of Cincinnati/Ohio Development Services Agency

Instructions for Completing the 2015 CRA Agreement/Annual Project Status Report

The following information should be used in conjunction with the Annual Report Form. It provides details that should be helpful in providing the City the most accurate data about your CRA.

City of Cincinnati Contract Number – this is the number at the top of your City CRA Agreement. It should be included in your email.

State of Ohio Master CRA # -- this is one of two numbers used by the State of Ohio to identify your CRA. This number should be provided by the City in your email.

State of Ohio Individual Agreement # - this is the second number used by the State. It will also be in your email.

CRA Type (circle one): CRA or LEED-CRA – this identifies whether or not your project has or will have a LEED designation. It should be included in your email.

1. **Company Information** – we want to make sure our records are up-to-date.

Company Name – This should be the name of the company as it appears on the City Agreement. If this has changed, we need to assign the agreement to the new company with an amendment. This is the primary method used for identifying this CRA at the City, so please use it in all correspondence.

Company Report Contact – This should be the primary point-of-contact for this and any other reports. If there is a different point-of-contact for legal issues (like amendments), please include that person’s contact information somewhere on the form, on a separate sheet, or in an email.

Name: _____

Email Address: _____

Phone Number: _____

Affiliate/Parent Company/Other Partners – this refers to the parent company or the company that created the LLC above. Most of the CRA Companies in our database are LLCs or Limited Partnerships that were created by larger developers like The Model Group or 3CDC. We want to know about that affiliation.

2. **Name of Local Government Jurisdictions** – this information is completed for you.

County: HAMILTON **City:** CINCINNATI **Local School District:** CINCINNATI PUBLIC SCHOOLS

3. **City CRA Agreement**

Execution Date: The date that the agreement was signed by the City Manager or by your Company representative – whichever was later. This is provided in your email.

Expiration Date: The date the CRA expires. Again, this is provided.

Amendment Dates: These are the dates when amendments (including assignments) were executed (last date signed). There could be multiple amendments. These dates are provided in your email.

4. **Baseline Permanent FTEs (before project start)** – FTEs are the primary unit of measure for job creation and retention. This question asks about the jobs that were on the project site before you started the project and the payroll associated with those jobs.
- a. Full-time, permanent employees at the project site/facility prior to the CRA Agreement:
Jobs: _____
Payroll: _____
- b. Full-time, permanent employees in Ohio prior to the CRA Agreement – This is asking for your permanent FTEs employed in Ohio prior to this agreement.
5. **Did the company close or reduce employment at another site** – This question asks if you had employees that were transferred or lost their jobs at another site as a result of starting this new project. If this relates to other sites in Ohio, please include the communities in Ohio and the number of FTEs. If it relates to out-of-state jobs, please refer to the state and the number of jobs.
- a. Within Ohio as a result of this Agreement? YES NO
If YES, note the community(ies): _____
And number of full-time, permanent jobs: _____
- b. Outside Ohio as a result of this Agreement? YES NO
If YES, note the state: _____
And number of full-time, permanent jobs: _____
6. **Note the job creation period in months outlined in the CRA Agreement: 36 months** – This has been included for you; double-check it against your Agreement.
7. **Company Job Commitments (per CRA Agreement)** – These numbers are the commitments that are in your Agreement. Please provide the breakdown of the FT, PT, Permanent, and Temporary commitments. In some cases, your commitment may be zero in several categories.

Number of jobs that the company **committed to** create and/or retain as part of the CRA Agreement (please complete the table):

	Full-time Temporary	Part-time Temporary	Full-time Permanent	Part-time Permanent	Estimated Total Payroll (\$)
Retain					
Create					

8. Company Project Investment Commitment – This is the amount of investment (dollars) that your company committed to the project according to your Agreement. State the company’s total project investment commitment and the total amount of that investment that will be/is eligible for tax exemptions as specified in the CRA Agreement (based on the CRA Rate):

Real Property investment – Dollar amount invested in acquisition, building improvements, and/or new building construction associated with the project.

Amount eligible for exemption – Dollar amount above that is eligible for exemption as stated in the agreement (i.e., based on the rate of exemption).

9. Tax Exemption Rate and Term (in CRA Agreement)

Rate – the rate of your exemption. This is provided in your email.

Term – the term, in years, of your exemption. Again, provided in the email.

10. Is the project still under construction? YES NO

If the project was still under construction as of December 31, 2015. Even if you have since submitted your completion application, the answer to this should be Yes.

Please provide the total **construction wages in 2015** – If the project was still under construction, provide the total wages to date. If not, then provide the total wages to the Completion Date.

If NO, please provide the completion date – this is to check our records and make sure we have received the completion documentation and have submitted it to the County Auditor.

Expected Project Completion Date (from Agreement) – *If the printed date for the expected completion date is September 30, 2015 or earlier and the project is not complete, or if you plan to complete the project more than three months past the expected date as printed, please contact the City to amend the CRA Agreement.*

11. Company Employees at the CRA Project Site as of 12/31/2015 – please complete the table. As with the above, you may have zeroes in some of these categories.

	Full-time Temporary	Part-time Temporary	Full-time Permanent	Part-time Permanent	Estimated Total Payroll (\$)
Retain					
Create					
Total					

12. Project Investment Level (i.e., Cost of Improvements) Achieved as of 12/31/2015 – This is the project investment dollar amount as of December 31, 2015. Again the real property should reflect the categories in Question 8 above. The eligible amount is based on your exemption rate.

a. **Real Property Investment:** \$ _____

b. **Amount Eligible for Exemption:** \$ _____

c. **Personal Property Investment:** \$ _____

If there was a personal property investment, indicate the amount.

13. **ANNUAL** Identify total actual 2015 project tax revenue amounts at the project site for 2015 (revenues should be reflective of values in question 12 above).

a. ANNUAL Real Property Taxes Paid \$ – These values should reflect tax payments made during calendar year 2014. This question is looking for the total amount of the checks written for tax payments during 2014.

b. ANNUAL Real Property Taxes Foregone \$ -- For real property taxes foregone, these values should illustrate the savings generated in 2014 from the CRA agreement.

c. ANNUAL Personal Property Taxes Paid: \$ List the amount of personal property taxes that have been paid in the most recent calendar year. Again, only list the amount of the checks written for tax payments during 2014 (Most taxpayers will not have tangible personal property liability in taxable year 2014).

d. ANNUAL Local Corporate Income Taxes Paid

14. **CUMULATIVE** Identify total actual project tax revenue amounts at the project site over the term of the Agreement through December 31, 2015. See Question #13. This is the YTD figures over the course of the Agreement term.

a. CUMULATIVE Real Property Taxes Paid \$

b. CUMULATIVE Real Property Taxes Foregone \$

c. CUMULATIVE Personal Property Taxes Paid: \$

d. CUMULATIVE Local Corporate Income Taxes Paid: \$

15. State the total estimate value of any other tax incentives offered by local authorities – This is the total value of other tax incentives offered by the City or County or other local jurisdictions for this project. \$ _____

16. Date of the most recent Tax Incentive Review Council review of this project was June 25, 2015. These are included in your email and reflect the status of the project at the end of 2014 (December 31, 2014) and any action taken by the City as a result of the TIRC recommendations.

TIRC Recommendation: _____

Local Government Action/Status: _____

CURRENT Status/Disposition as of December 31, 2015 – This represents the current disposition as of the end of 2015. If something has changed since then, please note that somewhere on the report.

Certification of Information

I hereby represent and certify that the foregoing information, to the best of my knowledge, is true, complete, and accurately describes the status of the CRA project as of December 31, 2015.

ENTERPRISE/COMPANY AUTHORIZED REPRESENTATIVE – Please be sure the company representative has authority to sign agreements. Ideally, this is the person listed as the company representative in the Agreement.

Signature: _____ Date: _____

Printed Name/Title: _____

CRA HOUSING OFFICER – This will be signed by the City Housing Officer or CRA Administrator.

Signature: _____ Date: _____

Printed Name/Title: _____

If you have questions, please contact the City of Cincinnati CRA Administrator, Michael Banish, at (513) 352-1958 or michael.banish@cincinnati-oh.gov. The CRA Program is administered by the City's Department of Community and Economic Development, the Hamilton County Auditor's Office, and the Ohio Development Services Agency.