



CITY OF CLYDE, OHIO CRA BUSINESS PROCESS SHEET



The typical process for granting a CRA exemption is as follows:

1. The business applicant obtains and completes a CRA application.
2. The local jurisdiction determines if there are any eligibility concerns or relocation related issues.
3. The local jurisdiction assembles its own "negotiation committee" to determine if a CRA exemption is warranted for the proposed project; and if so, how much exemption is appropriate.
4. The local jurisdiction creates a draft CRA tax exemption agreement in accordance with the relevant sections of the ORC and the local enabling legislation.
5. If necessary, relocation notices are sent out to the affected communities with the application and draft agreement.
6. The Clyde Green Springs School Board is provided written notice of the intent of the local jurisdiction to enter into a CRA agreement. This letter may ask for the school boards consent if required.
7. Once all the relevant notice periods have concluded, and necessary school board approval has been obtained, the local jurisdiction may enact a resolution or ordinance that approves the granting of a CRA tax exemption and authorizes a local official to sign the CRA agreement.
8. The agreement is executed by all the relevant parties.
9. All of the materials associated with procuring the CRA agreement (application, notices, approvals, local legislation and agreement) and an application fee (presently \$750) are sent within 15 days of the passage of the legislation to the Ohio Development Services Agency, care of the Office of Strategic Business Investments at 77 S. High Street, PO Box 1001, Columbus, Ohio 43216-1001.
10. Development shall review the information and enter the agreement into its system. At that time, the CRA Housing Officer will receive an email indicating that the agreement has been entered. This email should not be construed as a legal approval from Development or the State of Ohio.
11. The local jurisdiction shall transmit a copy of the CRA agreement to the county auditor and an order that the property, consistent with the CRA agreement, be placed on the non-taxable list.
12. The business may begin construction of its facility.