

REGENERATIVE COMMERCIAL OFFICE BUILDING LOAN PROGRAM

Program Overview

A 3-Year (2023-2026) Forgivable Loan Program Established for Supporting Commercial Revitalization in Commercial Office Buildings

Program Summary

The City of Beachwood Forgivable Loan Program encourages re-investment in strongly positioned commercial office buildings that lead to building improvements, sustainability, retention, expansion, and new employment within existing and new companies. Encouraged investments should support the City's growing cluster initiatives and commercial revitalization in the City's targeted commercial areas as well as the City's strong commercial assets. This program is expected to be provided on a three-year basis, funded by an annual budget cycle.

Process

Each business owner or property owner making a Regenerative Commercial Office Building forgivable loan request must apply during the application period. The application will require a project plan to demonstrate the impact on the community, demonstration of how the funded project fits specific economic development goals, if applicable how it will be a catalyst for other investments in the area and how it will adequately use the loan throughout its lifecycle to support the community's objectives. Upon each round of applications, the City will provide a scoring system that will be used to evaluate each project. Projects that meet the City's scoring criteria may be considered for the program; the highest scored projects may be prioritized. Scoring may be modified each round to ensure that the City's objectives continue to be met throughout the 3-Year funding cycle.

Eligibility

Entities eligible to apply for a Beachwood forgivable loan program include a business or property owner making significant investments that support the City's key economic development objectives influencing commercial revitalization and overall community growth.

Potential borrowers must demonstrate that other sources of funding are being applied and the loan is needed to permit the completion or successful operation of the activity to be financed. Institutions of higher education, government agencies and public or private non-profit organizations are not eligible. The applicant must not be delinquent or in default on federal, state or local taxes or any existing private or publicly financed loan. The applicant may be required to sign an affidavit to that effect.

Eligible Uses

- Revitalization/Renovation of Commercial Office Buildings
- Façade Renovation
- Improvements Enhancing Building Performance
- Energy Audits, Qualified Retrofit Plan
- Energy Efficiency Upgrades

This program application is intended to support multi-tenant office buildings built on or before 2000.

Return On Investment

The forgivable loan program is based on return on investment through incremental tax increases associated with a business or commercial property project. Loans under this program will be provided based on budgeted resources of non-tax dollars.

Approval Process

Forgivable loans may be granted for up to \$100,000 per commercial property, based on the return on investment through a scored matrix of each project. No commercial property can qualify for two grants during this 3-Year Program. Each project application will be reviewed by City Administration and the Loan Review Committee. Project awards will be based on return on investment, all projects will be based on meeting the City's overall objectives, these objectives will be defined each annual cycle within the application process.

Additional Considerations

This forgivable loan program may be used for targeted areas or as city-wide commercial revitalization programs, such programs will be defined annually in the application and scoring matrix. This program will require job retention, job creation and/or increased municipal income tax revenue as a part of the program.

Application Updates and Q&A: There will be a link on the application webpage where updates will be provided and frequent questions and answers can be found.

No application fee required. A loan fee will be applicable at loan issuance to award recipients.

Submit completed application to:

City of Beachwood Economic Development Department
Attention: Catherine Bieterman
Economic Development Director

City of Beachwood
25325 Fairmount Boulevard
Beachwood, Ohio 44122
Phone: 216.292.1915
catherine.bieterman@beachwoodohio.com

Regenerative Commercial Office Building Loan Application

Applicants seeking a forgivable loan through the City of Beachwood program must submit the following application for consideration. All applicable information as requested in this form must be provided, and the applicant is responsible for the accuracy of the information submitted.

I. Applicant Information: Please provide the legal name, address and other contact information of the property owner, (hereinafter “Applicant or Company”) for this request.

- a. Applicant Name(s): _____
- b. Contact Name(s): _____
- c. Applicant Mailing Address: _____
- d. City/State/Zip: _____
- e. Email Address: _____
- f. Website Address: _____
- g. Daytime Phone #: _____ Fax: _____
- h. Federal Tax ID#: _____

II. Affiliated Company Information: If there is/are another company(ies) (hereinafter “Affiliate(s)”) that will directly benefit from the receipt of this economic development incentive program, please list the appropriate contact information for each company. (An Affiliate is defined as any company in which either the Applicant, or Applicant’s principals, has a financial interest.)

- a. Affiliate Name(s): _____
- b. Contact Name(s): _____
- c. Affiliate Relationship to Applicant: _____
- d. Affiliate Mailing Address: _____
- e. City/State/Zip: _____
- f. Email Address: _____
- g. Website Address: _____
- h. Daytime Phone #: _____ Fax: _____
- i. Federal Tax ID#: _____

III. Project Profile: Please specify the proposed project.

Project Name: _____

Total Forgivable Loan Request (CLF): _____ (Up to \$100,000)

IV. Project Details: Please complete the project details below.

Total Projected Capital Investment: _____

(Include all costs associated with planned project within the project period)

Description: *(Additions, new construction, improvements to existing buildings, equipment, furniture and fixtures, etc.)*

Projected Project Schedule: _____ to _____

Description: *(Include pertinent tasks, duration, constraints and deadlines)*

Total Private Investment: _____

Other Public Funding or Public Investments: _____ *(PACE, STEP, RLF, CRA, etc.)*

**Note: The City of Beachwood Economic Development Office has more information on each of these programs available on our Economic Development Page at BeachwoodOhio.com or please contact the Director of Economic Development to better understand these programs and how they may be applicable or if they are applicable to your project. Some of these programs may be reimbursable for expenses in energy efficiency. The City also has a Community Reinvestment Area Tax Abatement that may be able to assist with a property tax abatement if there is an increased valuation expected because of the project. PACE programs allow a property owner to finance the up-front cost of energy or other eligible improvements on a property and then pay the costs back over time through a voluntary assessment. STEP is an affordable financing option that allows commercial property owners in a NOPEC community to complete qualifying projects without taking out a high-interest loan. RLF, Revolving Loan Funds, may be available to assist with commercial revitalization projects where gap financing is necessary. The CRA may offer up to 10 years, and up to 50% for the remodeling of existing commercial buildings within a CRA district with a min investment of \$250,000. If remodeling qualifies for an exemption, during the period of the exemption, the exempted percentage of the dollar amount of the increase in market value of the structure shall be exempt from real property taxation.*

Description:

Other Private Funding Investments: _____ *(Private Loans or Financing)*

**Note: The city has a Linked Deposit Program that may be applicable to assist with an interest buy-down on new commercial loans.*

Description: *(Describe investments made in construction, renovation and equipment)*

Recent Building Investments (*Only Provide Investments Made In The Last 5 Years*): \$ _____

Description:

List projected new job growth or job creation:

Please attach a project concept plan or written plan. Please specify any impact the project will have on the community or the specific building site.

Explain why this forgivable loan is essential and a necessity for ensuring the project's completion or successful operation.

Please describe how this project will be a catalyst, if applicable, for other investments in the area.

Please describe how this project will adequately use the loan throughout the term (3 years) to further support the community's objectives. *(See 2025 Economic Development Goals and Objectives)*

Economic Development Action Plan Link:

beachwoodohio.com/DocumentCenter/View/7952/Economic-Development-Action-Plan

Goals and objectives include attraction of new business, retention and expansion of existing businesses, real estate revitalization, real estate development, re-development, supporting entrepreneurship, workforce development, or other noted goals of the overall action plan.

Please describe any energy efficiency practices or projects that are currently being considered or are already implemented within the building.

**Note: The City of Beachwood may be able to facilitate, through a third party, an evaluation or assessment of a building's energy usage and systems to identify opportunities for efficiency improvement. These may include building envelope evaluation, HVAC system assessment, lighting analysis, energy efficiency cost-benefit analysis, renewable energy considerations, behavioral analysis, recommendations, and follow-up. These assessments may be designed to be custom to each building owner need and identify opportunities to reduce energy consumption, lower operating costs, and improve comfort, safety, and sustainability of the building overall. The City of Beachwood, through a third party, may also be able to provide technical assistance for split-incentive lease structures. If your building would like to consider a split-incentive lease structure where costs and benefits of energy efficiency upgrades are between the landlord and tenant, please see the resources available at Green Lease Library - Green Lease Leaders. If you would like to explore these considerations, please call the Office of Economic Development for additional details.*

REQUIREMENTS AND CERTIFICATIONS

It is the policy of the City of Beachwood to comply with the Ohio Public Records Act and therefore, all documents provided to the City of Beachwood are public record.

The undersigned, duly authorized Officers of the Applicant, hereby certify that the statements made in the foregoing application and in all attachments submitted in connection with this application are true and correct to the best information and belief of the undersigned and are submitted as a basis for determining approval of the request.

The Applicant agrees to supply additional information upon request.

Signature: _____ Date: _____

Name & Title of Property Owner: _____
(Typed or Printed)

**Submit completed application
by December 18, 2025 to:**

City of Beachwood Economic Development Department
Attention: Catherine Bieterman
Economic Development Director

City of Beachwood
25325 Fairmount Boulevard
Beachwood, Ohio 44122
Phone: 216.292.1915
catherine.bieterman@beachwoodohio.com

Regenerative Commercial Office Building Loan Program

Scoring Matrix

2025 Funding Cycle Application Details: This funding cycle has \$400,000 allocated to support commercial office building revitalization efforts that result in new income tax generation to the City and return on investment.

2025 Economic Development Goals and Objectives:

- Retention and Expansion of Existing Companies
- Attraction of New Companies to Beachwood
- Increased Income Tax
- Energy Efficiency
- Support for Cluster Industry Growth Opportunities
- Within Targeted Areas (target areas may change with each annual funding cycle)

Impact on Community	Points Possible	Self-Assessed Points (Optional)	Final Points (Set by Committee)
<p>Statement of how investments will promote building resilience and enhance tenant experience.</p> <p>Provide a detailed description of the building improvements. Include the expected contractor, licensed architect or engineer.</p>	<p>Up to 10</p> <p>10 = Project will address structural maintenance, building envelope, HVAC Systems, Electrical Systems, Plumbing and Water Systems, Roofing or other sustainable projects designed to enhance building longevity and enhance tenant experience.</p> <p>7 = Building façade, parking lot, parking structure, exterior building improvements, signage and other improvements that enhance the appearance of the property.</p> <p>7 = Project will address interior improvements that will result in securing a future tenant.</p> <p>3 = Project will result in an investment of more than \$500,000 into the building.</p>		
<p>Statement of how this project will result in increased income tax benefiting the overall community.</p> <p>Letters of commitment for newly increased payroll from current companies/tenants will warrant higher point values.</p>	<p>Up to 50</p> <p>Committed Increases in New Total Income Tax Payroll.</p> <p>50 = \$2+ Mill Increase in Total Payroll</p> <p>40 = \$1.6 Mill to \$1.9 Mill Increase in Total Payroll</p> <p>30 = \$1+ Mill to \$1.6 Mill Increase in Total Payroll</p> <p>20 = \$1 Mill Increase in Total Payroll</p>		

Impact on Community (Cont.)	Points Possible	Self-Assessed Points (Optional)	Final Points (Set by Committee)
<p>Statement of how the project will support sustainability and building efficiency.</p> <p>Projects that specify an investment in building efficiency, sustainability, energy efficiency, improvements in structural building elements.</p>	<p>Up to 20 20 = The project is coupled with PACE Financing to leverage a larger building renovation project.</p> <p>20 = The project includes considerations for split incentives, green leases, or qualified retrofit plans.</p> <p>10 = Building Demonstrating Energy Star Certification for Commercial Buildings Program</p> <p>7 = The project is coupled with STEP Financing to leverage a reinvestment project focused on energy efficiency or a plan for higher building performance.</p>		
<p>Number of Companies Affiliated with Increased Payroll</p>	<p>Up to 10 10 = Increased payroll exceeds \$1 mill and is associated with 1 company</p> <p>5 = Increased payroll exceeds \$1 mill and is associated with up to 3 companies</p> <p>0 = Increase associated with more than 3 companies</p>		
<p>Company Letters of Commitment</p>	<p>50 The companies associated with increased payroll have provided letters of commitment. Examples in the application.</p>		
<p>Renewing Tenant Leases for 5+ years</p>	<p>Up to 20 20 = 75% of Building Tenants</p> <p>10 = 50% of Building Tenants</p> <p>Please provide rent rolls and/ or other relevant information to support.</p>		
<p>Total Impact on Community Points</p>	<p>Max = 160</p>		

Must Be Included: This portion of the scoring will be based on any information requested by the Loan Review Committee.

Meets the City's Economic Development Goals and Objectives	Points Possible	Self-Assessed Points (Optional)	Final Points (Set by Committee)
<p>Business Retention and Expansion</p>	<p>20</p>		
<p>Business Attraction</p>	<p>20</p>		
<p>Total Goals and Objectives Points</p>	<p>Max = 40</p>		

Key Target Areas	Points Possible	Self-Assessed Points (Optional)	Final Points (Set by Committee)
Chagrin Blvd.	10		
Science Park / Enterprise Parkway	10		
Park East	5		
Richmond Road	5		
Green Road	1		
Commerce Park	1		
Total Key Target Area Points	Max = 10		

**Points Associated with Key Targeted Areas will change each funding cycle.*

Scoring Summary: Complete and fill in your self-assessed score.

Total Self-Assessed Score: _____ Total Confirmed Score: _____ *(Office Use Only)*