Golden LEAF FOUNDATION

SITE Program Development

Increasing Economic Opportunity in North Carolina since 1999.

www.goldenleaf.org

For sites that have completed the due diligence necessary to demonstrate that the site is suitable for development, Golden LEAF will award funding to begin development of the site.

Golden LEAF SITE Program - Development

Guidelines

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Use of Funds

For sites that have completed the due diligence necessary to demonstrate that the site is suitable for development, Golden LEAF will award funding to begin development of the site.

Golden LEAF funds can be used to:

- Extend public utilities (typically water and sewer) to sites.
- Rough grading and clearing and to stub access roads into the site (publicly owned sites only)
- Remediation of environmental conditions to enable industrial development (publicly owned sites only)

Eligible expenses include limited due diligence, design and engineering, construction, and related costs. The grantee will procure the contractors for the project.

Golden LEAF funds may not be used for:

- Shell buildings or construction of building pads
- Construction of roads (beyond stubbed access road)
- Extension of public utilities within the site
- Grant administration
- Acquisition of real property

Sites must have completed the due diligence requirements established by Golden LEAF. If there are three or fewer elements of due diligence (see checklist) not yet completed, the applicant may request funding to complete those elements through the development phase.

The maximum award in this phase is $1 million.

Requirements

- Public ownership or control of the site on which the proposed project will be completed. For information regarding public ownership or control, please see the glossary.
- Evidence that required due diligence has been completed for the site.
    - An application for site development may also request funding for up to three elements of due diligence not previously conducted; however, funds for development will not be released until the due diligence is completed.
- Successful applicants will be able to show a plan for economic development and how completing development will further the goals of that plan.
- 15% match commitment for certain counties.

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Applicants in the Golden LEAF SITE Program - Development will be asked to provide information on the following topics in addition to general organizational information:

- Strategic Goals and Commitment
- Expected Outcomes
- Project Details
- General Property Description
- Parcel Ownership or Control
- Transportation
- Known Existing Conditions
- Site Utilities

Resources

- Contact Golden LEAF Staff
- Frequently Asked Questions and Glossary
- Access the Application Portal
- Return to a Previously Started Application

Application Process

Applications must be submitted via Golden LEAF's online portal. The purpose of this document is to provide an overview of the required short answer questions and supporting attachments.

Unless otherwise specified, please use the following document formatting guidelines for attachments:

- Use a font no smaller than 10 points
- Use only black as the font color—no colored text
- Documents should be single-spaced with 1" margins
- Format to standard, letter-sized paper (8.5" x 11") (technical reports and maps may be on larger paper sizes)
- Combine multiple documents into a single file for each requirement
- Label each document with your organization name and the appropriate label from the attachment title column of the attachments checklist below.

Strategic Goals and Commitment

1. **Economic development strategies and goals**
   Provide an overview of the applicant's economic development strategies and goals. How would support for site development address those strategies and goals?

2. **Economic development program**
   Describe the applicant's economic development program, including staffing, marketing, outreach, and similar activities.

3. **Collaboration with other economic development organizations**
   List economic development organizations other than the applicant that are active in the applicant's county. Describe any collaboration between the applicant and those organizations, and provide details of any support the other organizations would provide in support of this project.

4. **Project alignment with economic development strategy**
   Describe the project for which you are seeking Golden LEAF support, e.g., the need for the funding, the improvements to be made, and how the project aligns with your economic development strategy.

Expected Outcomes

5. **Expected five-year outcomes**
   If you were able to complete the proposed infrastructure for this project, please indicate the economic development outcomes at the site you would expect to achieve within five years after completion of the project:
   a. Number of new jobs created.
   b. Average wage of the new jobs.
   c. Private capital investment at the site.

6. **Anticipated enhancements and improvements**
   For utility extension and improvement projects only, describe the anticipated enhanced levels of utility service or site improvement that the project will create, if applicable.

7. At the completion of the project what is the anticipated utility delivery capacity to the site?
   a. Water_____Gallons per Minute
   b. Sewer_____Gallons per Day
   c. Electric_____MW

Project Details

8. **Current inventory of industrial sites**
   How many industrial sites in your community are currently marketed for development by economic development organizations, other than the site that is the subject of this application? Enter "0" if none.

9. **Need for support**
   If there are currently industrial sites in your community offered for development by economic development organizations, why did your community decide to seek support for development of the

site that is the subject of this application?

10. **Previous industry interest in locating in the community**
    Describe interest of up to three companies or industries in locating in your community within the past three years. Specifically indicate any companies that expressed interest in locating on the site that is the subject of this request for funding.

11. **Unanswered RFIs or Prospect Inquiries**
    Describe examples of RFIs or Prospect Inquiries received in the past three years to which your community has not been able to respond primarily because of lack of suitable industrial sites. If there have been no inquiries enter "None."

12. **Unmet infrastructure needs**
    Does the site have infrastructure needs that will not be addressed by the proposed project? Please describe and indicate any plans to address those needs.

General Property Description

13. Parcel street address

14. **Parcel location descriptors**
    Detail landmarks and other physical characteristics that describe the site, the location, and/or boundaries

15. Parcel Identification Number(s)

16. Parcel size (acres)

17. Does your community have zoning? Yes or no.

18. Parcel zoning designation.

19. **Parcel zoning status**
    If the property is not currently zoned for industrial uses, has an application been filed to change the zoning designation? Please describe the status of that request.

20. Current use

21. Former use (if known)

Parcel Ownership or Control

Important: If the property is not publicly owned or controlled, it is not eligible for this program. For more information, please see the glossary.

22. If the property is owned by the applicant or another eligible entity (governmental entity or 501(c)(3) nonprofit organization).
    a. Provide a copy of the recorded deed.

23. If the property is not currently owned by an eligible entity but is controlled by one.
    a. Provide a copy of the agreement by which the eligible entity has secured control, e.g., a recorded sales contract or option agreement.

24. If the property is not currently owned or controlled by an eligible entity but an eligible entity has come to terms with the property owner and will secure ownership or control upon award of a grant from this program.
    a. Provide a description of the agreement between the eligible entity and the owner, e.g., a term sheet or similar document.

Transportation

25. **Access to publicly maintained roadway**
    Does the site have direct access to a publicly maintained roadway? If so, please identify and describe the road, e.g., two-lane road, four-lane divided highway, etc.

26. **Access to interstate and/or interstate highway**
    Provide the distance from the site to the nearest Interstate or Intrastate highway and the name of the nearest Interstate or Intrastate highway.

27. **Access to commercial airport**
    Provide the distance to and name of the closest commercial airport.

28. **Access to rail service**
    Does the site have direct access to rail service? If so, please identify the provider.

Known Existing Conditions

29. To the knowledge of the Applicant are there any existing conditions such as zoning limitations, restrictive covenants, protective easements, utility usage moratoria or environmental concerns that would impact the future development of the subject property for industrial purposes? If so, please describe.

Site Utilities

30. **Water**
    a. Name of water provider serving the site
    b. Distance to water access (if known)
    c. Size of water line serving the site (if known)
    d. Capacity of water line serving the site (if known)
    e. Distance to closest water treatment plant serving the site (if known)
    a. Capacity of the water system (include unit of measure, e.g. mgd)
    b. Average utilization of the water system (include units of measure, e.g. mgd)
    c. Peak utilization of the water system (include unit of measure, e.g. mgd)
    d. Excess capacity of the water system factoring in peak utilization (include unit of measure, e.g. mgd)
    e. Planned upgrades -- identify any planned upgrades to the water system, including the schedule and source of funding for the project.

31. **Wastewater**
    a. Name of wastewater provider serving the site
    b. Distance to the closest sewer line (if known)
    c. Size of sewer line serving the site (if known)
    d. Capacity of sewer line serving the site (if known)
    e. Distance to closest wastewater treatment plant (if known)
    f. Capacity of the sewer system (include unit of measure, e.g. mgd)
    g. Average utilization of the sewer system (include unit of measure, e.g. mgd)
    h. Peak utilization of the sewer system (include unit of measure, e.g. mgd)
    i. Excess capacity of the sewer system (include unit of measure, e.g. mgd)
    j. Planned upgrades -- identify any planned upgrades to the sewer system, including the schedule and source of funding for the project.

32. **Morotoria**
    Are there any moratoria affecting water and sewer systems? If so, please describe.

33. **Other Utilities**
    Provide information about the providers and the available capacity for the following utilities at the site.
    a. Electric
    b. Gas
    c. Communications

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Application Attachments Checklist

This checklist includes items mentioned in the short answer questions as well as required attachments related to this phase of the SITE Program. Rows not marked as required are requested to be attached if available. Some numbers are intentionally omitted.

Required	Attachment Title	Description
✓	1 - Agreement and Certification	Download the document from the portal. This document should be signed and dated by two authorized officials of the applicant organization. For 501(c)(3) organizations, one signatory must be a member of the applicant's board of directors.
✓	2 - Board of Directors	List should include the applicant's board members along with their addresses and occupations. For governmental entities, this is the members of the governing body, e.g., town council or county commissioners.
✓	3 - Evidence of Tax-Exempt Status	*For 501(c)(3) organizations*– A copy of the current IRS exemption determination letter. *For governmental entities*– A description of governmental status.
✓	4 - Most Recent Fiscal-Year End Financial Statements	To include PDF of the Balance Sheet, Statement of Financial Position, and Statement of Cash Flows, or a link to these documents if available online.
✓	5 - Applicant's Budget for the Current Year	The applicant's budget for the current year and the applicant's budget for the period covered by the grant request, if available. If the budget is not available, provide a brief statement explaining why, e.g., it has not yet been adopted.
✓	6 - Applicant's Budget for the Period Covered by the Grant Request	The applicant's budget for the current year and the applicant's budget for the period covered by the grant request, if available. If the budget is not available, provide a brief statement explaining why, e.g., it has not yet been adopted.
✓	7 - Most recent management letter/report on internal controls	For 501(c)(3) organizations and governmental entities.

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Required	Attachment Title	Description
✓	8 - Prior two years of financial statements	*For 501(c)(3) organizations only*– To include PDF of the Balance Sheet, Statement of Financial Position, and Statement of Cash Flows, or a link to these documents if available online.
✓	9 - Project Budget Form	Download the document from the portal and follow guidelines.
	10 - Community / County Partners	A list providing contact information for your partners in the communities by your project. Provide the roles and responsibilities for each.
✓	DV-2: Project and economic development staff list	List of staff who will be involved in the project, their length of service, brief job descriptions, and their roles in the implementation of the project. Include all economic development staff, including those that only provide part-time support for economic development.
✓	DV-3: Marketing documents	Applicant's marketing documents/website address.
✓	DV-4: Economic development budget	Applicant's annual economic development budget for the most recent fiscal year.
	DV-5: Economic development strategic plan	Economic development strategic plan
	DV-6: Marketed sites	For each industrial site in the applicant's community that are marketed for development by economic development organizations: • A spec sheet containing relevant data on the site (site size, utilities, etc.) • A map indicating the location of the site • An aerial or similar visual of the site
	DV-7: Response to RFI	Provide an example of a recent response to a Request for Information (RFI)
	DV-8: RFIs received	Examples of those RFIs or Prospect Inquiries your community has received (up to three).
	DV-9: Water/sewer map	A map, preferably digital (in a .shp file), of all water and sewer infrastructure in your community.

Required	Attachment Title	Description
	DD-10: Zoning map	A map, preferably digital (in a .shp file if available) of the zoning in your community including how much acreage is zoned for industrial development.
✓	DV-11: GIS topographical map	For the site that is the subject of this request, GIS topographic map of site.
✓	DD-12, DD-13, and/or DD-14	For the site that is the subject of this request, documents demonstrating public ownership or control. • DD-12: Deed • DD-13: Sales contract, option agreement, or similar document • DD-14: Term sheet or similar document
✓	DV-15: Will Serve letters	For the site that is the subject of this request, Will Serve letters or similar communication from each utility, including delivery capacities if known. If the utility declines to provide such a communication, please indicate.
	DV-17: Other site studies	For the site that is the subject of this request, site studies not included in the due diligence requirements checklist (required if available).
✓	DV-18: Known existing conditions	For the site that is the subject of this request, documents regarding known existing conditions, if any.
✓	DV-19: Due Diligence Checklist *Upload a filled in form as well as each supporting document labeled DV-19 a through m.*	Download and submit the SITE Program - Due Diligence checklist and the attachments required in that form. A list of attachments is included with that document. For more detail about each of the items on the checklist, see the due diligence overview or glossary. For the site that is the subject of this request, reports regarding due diligence previously completed for the property (all items for which you answered "Y" in the "Previously Completed" column of the due diligence requirements checklist).
✓	DV-20: Map of proposed project	Provide a map of the proposed project.
✓	DV-21: Opinion of Probable Cost or similar document	Provide an Opinion of Probable Cost for the project prepared by an Professional Engineer licensed in the State of North Carolina. If an engineer's services are not required for the project, provide other evidence of cost such as estimates by service providers.

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