

## **Golden LEAF Shell Building Pilot Program Stage 2 Submission Guidelines**

To submit your Golden LEAF Shell Building Pilot Program Stage 2 application, please follow these steps:

1. Organize all required attachments in your files for easy access for uploading. All attachments must be uploaded in one session, so you must have them all available when submitting the Stage 2 application.
2. Log in to the Golden LEAF grants portal
3. Scroll to the Active Grants section
4. If you have multiple grants with Golden LEAF, select your Shell Building Stage 1 awarded grant
5. Click the "Request Amendment" button in the upper right corner of the screen (next to the printer icon) (To simplify the Stage 2 application process, we are handling the submissions as amendments to the Stage 1 award rather than requiring a completely new application.)
6. Select "Shell Building Stage 2"
7. Scroll to Summary section
8. Enter New Project End date (This is the expected construction completion date.)
9. Enter an Updated Project Description to include building specifications, new information gathered during due diligence following the Stage 1 award that would be relevant to consideration of the Stage 2 application, and any changes to projected project outcomes. If there are any significant changes to the building specifications indicated with the Stage 1 application or changes to other significant elements of the Stage 1 application, be sure to address the reasons for the changes.
10. Enter Updated Public Investment amount. (This is the total projected cost of the shell building, including associated due diligence.)
11. Upload each of the following documents (all are **required** unless otherwise stated) to the appropriate label for each document. Golden LEAF forms are available at the [Resources page](#) of the Golden LEAF website:
  - a. Application Submission Certification (.pdf of the form with two signatures)
  - b. Project Budget Form (Upload the completed Golden LEAF budget form in Excel format.)
  - c. Each of the four elements of the Preliminary Design Package that meets the specifications established in the Stage 2 Requirements Including Preliminary Design Package provided on the [Resources page](#) of the Golden LEAF website:
    - i. Preliminary Design Package (Preliminary Site Design Plan)
    - ii. Preliminary Design Package (Proposed Building Narrative)
    - iii. Preliminary Design Package (Preliminary Geotechnical Report)
    - iv. Preliminary Design Package (Preliminary Opinion of Probable Cost)

- d. Phase I Environmental Site Assessment
- e. Phase II Environmental Site Assessment, if indicated by the Phase I ESA
- f. Threatened and Endangered Species Report, or a letter detailing why the report would not apply to the project (one of these items must be uploaded)
- g. Initial Historical, Archaeological and Cultural Resource Review, or a letter detailing why the review would not apply to the project (one of these items must be uploaded)
- h. Detailed Archaeological Study, if required by the Initial Historical, Archaeological and Cultural Resources Review
- i. Water System Flow Analysis
- j. Title Opinion

12. If there are other documents or information you would like to submit with your application, please upload and label as "Other"

13. Click the "Save" button at the bottom of the form. You will not be able to edit the materials once you save.

Your Stage 2 application is submitted once you save.