



SITE Program - Due Diligence

Guidelines

Golden LEAF has developed a list of due diligence items that will help demonstrate that a site is ready for industrial development. This checklist includes items related to zoning, land use and property control, environmental considerations, site features, and utilities. More information about these items can be found on the SITE Program - Due Diligence Overview document which explains the technical requirements. To access the Due Diligence Checklist or the Due Diligence Overview, please [visit the SITE Program Resources page](#).

Use of Funds

Grantees will use Golden LEAF funds to hire third-party professionals to complete eligible due diligence activities. Golden LEAF funds may not be used for grant administration or acquisition of real property. Awards are not expected to exceed \$50,000 in this phase.

Requirements

- Public ownership or control of the site for which due diligence will be completed. For information regarding public ownership or control, please see the Frequently Asked Questions and Glossary found on the [SITE Program Resources page](#).
- Successful applicants will be able to show a plan for economic development and how completing due diligence with the proposed project will further the goals of that plan.
- 15% match commitment for projects in [certain counties](#). For more information about the match requirement, see the Frequently Asked Questions and Glossary found on the [SITE Program Resources page](#).

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

- [Project Description](#)
- [Strategic Goals and Commitment](#)
- [Expected Outcomes](#)
- [Need for Site Due Diligence](#)
- [Site Data](#)
- [Parcel Ownership or Control](#)
- [Transportation](#)
- [Known Existing Conditions](#)
- [Existing Utilities](#)
- [Additional Required Information](#)
- [Priority and Other Outcomes](#)
- [Project Activities](#)
- [Project and Grant Time Frame](#)

Resources

- [Contact Golden LEAF Staff](#)
- [SITE Program Resources \(including access to the application portal and FAQ and Glossary\)](#)
- [Due Diligence Overview \(explanation of technical requirements\)](#)
- [Application Attachments Checklist](#)

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 [Application Attachments Checklist](#) below.

Project Description

Project Summary

Describe the project for which you are seeking Golden LEAF support. Why is this site a priority for due diligence? For which due diligence activities will the requested funds be used? What is the projected timeline for the project?

Strategic Goals and Commitment

1. Economic development strategies and goals

Provide an overview of the applicant's economic development 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

How would funding for due diligence activities requested in this application further those strategies and goals?

Expected Outcomes

5. **Expected five-year outcomes**

If you were able to complete the proposed due diligence for this project, please indicate the outcomes at the site you would expect to achieve within five years of project completion. Describe how you estimated these outcomes:

- a. Number of new full-time jobs created.
- b. Average annual wage of the new jobs.
- c. Private capital investment at the site.

Need for Site Due Diligence

6. **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.

7. **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 due diligence for the site that is the subject of this application?

8. **Previous industry interest in locating in the community**

Describe the interest in locating in your community of up to three companies or industries within the past three years. Provide an example of a recent response to a Request for Information (RFI), if available. Specifically indicate any companies that expressed interest in locating on the site that is the subject of this request for funding.

9. **Unanswered RFIs or Prospect Inquiries**

Describe 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. Attach up to three examples of those RFIs or prospect inquiries. If there have been no inquiries enter "None."

Site Data

10. **Zoning**

Does your community have zoning? Yes or no

11. **General property description**

- a. Site/Industrial Park name
- b. Parcel street address
- c. Parcel location descriptors

Detail landmarks and other physical characteristics that describe the site, the location, and/or boundaries

- d. Parcel Identification Number(s)
- e. Parcel size (acres)
- f. Parcel zoning designation
- g. 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.

- h. Current use
- i. Former use(s) (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 Frequently Asked Questions and Glossary on the [SITE Program Resources page](#).

12. Property Ownership/Control

Select one of the options below and upload the required document as indicated on the [Application Attachments Checklist](#).

- a. Property Ownership
If the property is owned by the applicant or another eligible entity (governmental entity or 501(c)(3) nonprofit organization), provide a copy of the recorded deed.
- b. Property Control
If the property is not currently owned by an eligible entity but is controlled by one, provide a copy of the agreement by which the eligible entity has secured control, e.g., a recorded sales contract or option agreement.
- c. Pending Ownership/Control
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 for due diligence, provide a description of the agreement between the eligible entity and the owner, e.g., a term sheet or similar document.

Transportation

13. Access to publicly maintained roadway

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

14. Access to Interstate or Intrastate highway

Provide the distance from the site to the nearest Interstate or intrastate highway and the name of the nearest Interstate or intrastate highway.

15. Access to commercial airport

Provide the distance to and name of the closest commercial airport.

16. Access to rail service

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

Known Existing Conditions

17. Known Existing Conditions

To the knowledge of the Applicant are there any existing conditions such as zoning limitations, restrictive covenants, contracts, 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 and attach relevant documents.

Existing Utilities

18. 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)(include unit of measure, e.g., gpd)
- e. Distance to closest water treatment plant serving the site (if known)
- f. Capacity of the water system (include unit of measure, e.g., mgd)
- g. Average utilization of the water system (include units of measure, e.g., mgd)
- h. Peak utilization of the water system (include unit of measure, e.g., mgd)
- i. Excess capacity of the water system factoring in peak utilization (include unit of measure, e.g., mgd)
- j. Planned upgrades
Identify any planned upgrades to the water system, including the schedule and source of funding for the project.

19. Wastewater

- a. Name of wastewater provider serving the site
- b. Distance to the closest sewer line serving the site (if known)
- c. Size of sewer line serving the site (if known)
- d. Capacity of sewer line serving the site (if known)(include unit of measure, e.g., gpd)
- 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 factoring in peak utilization (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.

20. Moratoria

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

21. Other Utilities

Provide information about the providers and the available capacity for the following utilities at the site.

- a. Electric
- b. Gas
- c. Communications

Additional Required Information

22. Other site programs or applications

If the applicant is requesting due diligence assistance in support of efforts to secure site certification through a program from another agency or in support of another grant application, please provide the name of the other agency and program.

Priority and Other Outcomes

Select the priority outcome(s) to be achieved as a result of the project. For each outcome, provide the target(s) to be achieved, the target date(s) by which the outcomes will be achieved (typically within five years), baseline value(s), date of baseline, and the source(s) of data that will be used to verify the project results. Outcomes should match the response to question 5, above.

Priority Outcomes

Select all priority outcomes that apply for this project.

- Investment in publicly owned infrastructure
- Investment in privately owned property, plant, and equipment
- New full-time jobs created
- Average annual wage of new full-time jobs

Other Project Outcomes

List qualitative or other project outcomes with target results and achievement dates. These may include for example, jobs retained that were at risk without Golden LEAF support, comparison to average county wages, business start-ups or expansions, etc.

Project Activities

Project Activities

Identify key tasks required to achieve project outcomes. Provide a target completion date for each.

Activity 1

Activity 1 Target Date

Activity 2

Activity 2 Target Date

Activity 3

Activity 3 Target Date

Activity 4

Activity 4 Target Date

Activity 5

Activity 5 Target Date

Project and Grant Time Frame

Project Time Frame

Period of time to complete project outcomes, which may extend beyond the grant term

- Project Begin Date
- Project End Date
- Project Term (in number of months)

Grant Term

Period of time over which Golden LEAF funds would be used

- Start Date
- End Date
- Duration in months

Application Attachments Checklist

This checklist includes items mentioned in 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 - Certification and Signature Form	Download the document from the SITE Program Resources page . 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 of 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	A PDF including Balance Sheet, Statement of Financial Position, and Statement of Cash Flows, or a link to these documents if available online. Provide audited statements, if available.
✓	5 - Applicant's Budget for the Current Year	The applicant's budget for the current year.
✓	6 - Applicant's Budget for the Period Covered by the Grant Request	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. Provide from audited statements, if available.
✓	8 - Prior two years of financial statements	For 501(c)(3) organizations only – A PDF including 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 SITE Program Resources page and follow guidelines.

Required	Attachment Title	Description
	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.
✓	DD-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.
✓	DD-3: Marketing documents	Applicant's marketing documents/website address.
✓	DD-4: Economic development budget	Applicant's annual economic development budget for the most recent fiscal year.
	DD-5: Economic development strategic plan	Economic development strategic plan.
	DD-6: Marketed sites	For each industrial site in the applicant's community that are marketed for development by economic development organizations (provide any that are available): <ul style="list-style-type: none"> • 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
	DD-7: Response to RFI	An example of a recent response by your community to a Request for Information (RFI).
	DD-8: RFIs Received	Up to three examples of those RFIs or Prospect Inquiries your community has received.
	DD-9: Water/sewer map	A PDF map of all water and sewer infrastructure in your community.
	DD-10: Zoning map	A PDF map of the zoning in your community including how much acreage is zoned for industrial development.
✓	DD-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. <ul style="list-style-type: none"> • DD-12: Deed • DD-13: Sales contract, option agreement, or similar document

Required	Attachment Title	Description
		<ul style="list-style-type: none"> • DD-14: Term sheet or similar document
✓	DD-15: Will Serve letters	<p>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.</p> <ol style="list-style-type: none"> a. Water b. Sewer c. Electric d. Gas e. Communications
	DD-16: Other site studies	For the site that is the subject of this request, site studies not included in the Due Diligence Checklist (required if available).
✓	DD-17: Known existing conditions documents	For the site that is the subject of this request, documents regarding known existing conditions, if any. If none, a document so stating.
✓	DD-18: Map of proposed project	A map of the proposed project.
✓	<p>DD-20: Due Diligence Checklist</p> <p>Upload a filled in checklist form as well as each supporting document labeled 20a through 20m</p>	<p>Download and submit the Due Diligence Checklist and the attachments required in that form. For more detail about each of the items on the checklist, see the Due Diligence Overview or Frequently Asked Questions and Glossary. All of these documents are found on the SITE Program Resources page.</p> <p>For the site that is the subject of this request, attach 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 Checklist).</p>