



# Business Ready Community Grant & Loan Program

## Grant and Loan Application

### Please select an application type:

- Business Committed Application
- Managed Data Center Application
- Community Readiness Application
- Community Enhancement Application

### Guiding Principles of the Business Ready Community Grant and Loan Program:

- Support to Wyoming's communities that are diverse in size, resources and economies.
- Focus Business Ready Community funding on projects that will lead to sustainability of the program and local economic development efforts.
- Support projects that will help people, families and communities thrive.
- Increase the capacity of community and economic development partnerships and cooperative efforts between the private and public sectors recognizing that each has its own responsibilities.
- Support and encourage communities that develop innovative responses to their economic challenges through a flexible review and recommendation process.

See Rules, Section 14, page 1-9 for additional application evaluation criteria and measures at [www.wyomingbusiness.org](http://www.wyomingbusiness.org).

**Rules** Rules governing the Business Ready Community (BRC) Grant and Loan Program are available through the Wyoming Business Council (WBC) or by clicking [this link](#).

**Applicants** Counties, incorporated cities, towns, and joint powers boards (with resolutions or support from all member agencies) may apply. The WBC may enter into contracts/cooperative agreements with Eastern Shoshone and Northern Arapaho Tribes.

**Funds**

<b>BRC Required Match</b>			
	Category 1 Applicant	Category 2 Applicant	Notes
Business Committed	10%	5%	Half of match must be cash.
Community Readiness	10%	5%	Half of match must be cash.
Community Enhancement	25%	20%	Half of match must be cash.
Planning	25%	25%	Match must be cash.
<b>All matches are calculated as a percentage of total project cost.</b>			

**Tier**

**Determination** [www.wyomingbusiness.org/matchcalculator](http://www.wyomingbusiness.org/matchcalculator) (Included in last tab)

**Due Date** For application deadlines, contact your Regional Director or Project Manager (contact information provided on the following page) or refer to the Wyoming Business Council website at: [www.wyomingbusiness.org](http://www.wyomingbusiness.org)

**Review** The review process includes an initial WBC staff screening, possible site visit and report to the WBC Board. The WBC Board will make recommendations to the State Land and Investment Board (SLIB). The SLIB will determine grant and loan awards. Applicants will be notified of all meetings. Timing of the approval process will depend on when the application is received and WBC and State Loan and Investment Board (SLIB) meeting schedules. **Applicants are strongly encouraged to attend the WBC and SLIB meetings at which their project is to be discussed.** Costs may not be incurred prior to a signed grant agreement.

**Submissions** **Applicants shall submit one (1) copy of the completed application to the WBC Regional Director, three (3) original complete applications, and one (1) electronic copy of the completed application to the WBC staff in Cheyenne.** Applications must be submitted on 8 ½ X 11” format. Applications must be submitted in 3 ring binders with attachments clearly labeled or tabbed. Regional contact information is located on following page:

BUSINESS READY COMMUNITY GRANT AND LOAN PROGRAM

<p>Converse, Niobrara, and Natrona Counties</p>	<p>Big Horn, Hot Springs, Park, and Washakie Counties</p>	<p>Campbell, Crook, Sheridan, Johnson, and Weston Counties</p>
<p>Kim Rightmer East Central Regional Director 2435 King Blvd, Box 1 Casper, WY 82604  Tel: 307.577.6012 Cell: 307.287.2309 <a href="mailto:kim.rightmer@wyo.gov">kim.rightmer@wyo.gov</a></p>	<p>Leah Bruscano Northwest Regional Director 143 South Bent, Suite B Powell, WY 82435  Tel: 307.754.5785 Fax: 307.754.0368 Cell: 307.421.0140 <a href="mailto:leah.bruscano@wyo.gov">leah.bruscano@wyo.gov</a></p>	<p>Brandi Harlow Northeast Regional Director PO Box 706 Wright, WY 82732  Tel: 307.689.1320 Fax: 307.686.7268 Cell: 307.689.1320 <a href="mailto:brandi.harlow@wyo.gov">brandi.harlow@wyo.gov</a></p>
<p>Lincoln, Sublette, and Uinta Counties</p>	<p>Fremont and Teton, Counties</p>	<p>Albany, Goshen Laramie, and Platte Counties</p>
<p>Elaina Zempel Southwest Regional Director 520 Topaz, Suite 110-A Kemmerer, WY 83101  Tel: 307.877.2203 Cell: 307.723.1510 <a href="mailto:elaina.zempel@wyo.gov">elaina.zempel@wyo.gov</a></p>	<p>Roger Bower West Central Regional Director 213 West Main St., Suite B Riverton, WY 82501  Tel: 307.857.1155 Fax: 307.857.0873 Cell: 307-851-0908 <a href="mailto:roger.bower@wyo.gov">roger.bower@wyo.gov</a></p>	<p>Heather Tupper Southeast Regional Director 214 West 15<sup>th</sup> Street Cheyenne, WY 82002  Tel: 307.777.2804 Fax: 307.777.2838 Cell: 307.772.1265 <a href="mailto:heather.tupper@wyo.gov">heather.tupper@wyo.gov</a></p>
<p>Carbon and Sweetwater Counties</p>	<p><b><u>Send 3 hard copies and 1 electronic copy of the completed application to:</u></b></p> <p>Karen Fate / Brayden Connour, Project Managers Business Ready Community Grant and Loan Program Wyoming Business Council 214 W. 15<sup>th</sup> Street Cheyenne, WY 82002 Phone: 307.777.2827/ 307.777.2811 Fax: 307.777.2838 Cell: 307.214.0168/ 307.214.0270 <a href="mailto:karen.fate@wyo.gov">karen.fate@wyo.gov</a> <a href="mailto:brayden.connour2@wyo.gov">brayden.connour2@wyo.gov</a></p>	
<p>Pat Robbins South Central Region Director 1400 Dewar Drive, Ste 208A Rock Springs, WY 82901  Tel: 307.382.3163 Fax: 307.382.3217 Cell: 307.389.0867 <a href="mailto:pat.robbs@wyo.gov">pat.robbs@wyo.gov</a></p>		

## Schedule a Consultation with WBC Regional Director

The WBC Regional Director must be consulted during the application process and be provided sufficient opportunity to provide written review and recommend adjustments to the application and (when required) business plan. The review must address how the project aligns with regional economic and community development endeavors. The review will state any early concerns that the Regional Director may have. Early consultations with the Regional Director will allow the applicant to begin addressing those concerns before the application is submitted.

**A draft copy of the application must be submitted to the Regional Director two weeks prior to the application deadline or the application will be considered incomplete.** Along with the application, the Regional Director needs to review the following:

- Business Plan (must be to the Regional Director one month prior to the application deadline)
- Contingency and Development Agreement
- Lease Agreement
- Revenue Recapture Plan
- Operation and Maintenance Plan (if a building will be constructed or renovated). The plan should include projected expenses and projected income sources for three years.

**THIS IS A REQUIREMENT OF SUBMISSION. IF YOU DO NOT PROVIDE A COPY OF A COMPLETE DRAFT APPLICATION, INCLUDING ALL ASSOCIATED DOCUMENTATION, TO YOUR REGIONAL DIRECTOR TWO WEEKS PRIOR TO THE GRANT DEADLINE AND OBTAIN THEIR SIGNATURE, YOUR APPLICATION WILL NOT BE COMPLETE AND WILL NOT BE ACCEPTED.**

The Regional Director comments about the project (if applicable) may be included in the application. The Regional Director's signature is required on the checklist at the end of this application and the checklist with the signature should be included in the hard copy submission to Cheyenne staff.

**BUSINESS PLAN:** A Business Plan, when required, must be submitted to the Regional Director **one month prior to the application deadline** or the application will be considered incomplete.

Staff will evaluate the viability and thoroughness of a business plan. The business plan should address the following:

- Business description
- Values, Vision, Mission
- Products and/or Services description
- Background – history, current status, future plans
- Technology concept – concept development, research plans
- Management and Ownership (include qualifications and resumes)
- Organization/Personnel – organizational chart
- Operations – location, facilities and equipment, and labor
- Provide sources and uses for “Start-up Costs”, “Expansion Costs” or “Working Capital”
  - What will it cost to open the doors?
  - What are the equipment and labor costs to start?
- Detailed job creation figures
- Market Analysis prepared by licensed realtor or agent
- Competitive Analysis
- Industry trends
- Market investigation
- Marketing Plan and Strategy
- Challenges and Obstacles
- Number, type and pay scale for the jobs to be created
- Workforce Recruitment and/or Training Program
- **Financial information – historical financial performance, pro forma financials, assumptions (balance sheets, profit and loss (income) statements for the last three fiscal years and income projections for the next three years, and cash flow projections for the next three years)**
- **Copies of the prior three years of tax statements must be submitted**
- **All supporting documentation – licenses, certifications, contracts, etc.**
- Exit Strategy if applicable
- Proof that funding has been sought from other sources or that no other funding exists
- Other information as required by staff

Please mark the business plan “Confidential Information.” The WBC will entertain entering into a non-disclosure agreement, pending approval by the Attorney General. **The entire BRC application is considered a public record; however, financial and commercial information provided by the business is exempt from disclosure to the extent permitted by Wyoming Statute 16-4-203(d)(v).**

**SECTION I: COVER SHEET**

**1. PROJECT TITLE:**

**2. APPLICANT INFORMATION**

**Applicant** (City, Town, County, JPB, Tribe):  
**Responsible Elected Official:**  
**Mailing Address:**

**PROJECT REPORTING CONTACT**  
**Local Contact:**  
**Position:**  
**Mailing Address:**  
**Phone:**  
**Email:**

**3. PROJECT ADMINISTRATION CONTACT**  
**Organization Name:**  
**Contact Person:**  
**Mailing Address:**  
**Phone:**  
**Email:**

**4. TYPE OF PROJECT** *Briefly describe applicable project type.*

<u>Infrastructure Type</u>	<u>Brief Description</u>
<input type="checkbox"/> <b>Transportation Infrastructure</b>	
<input type="checkbox"/> <b>Building</b>	
<input type="checkbox"/> <b>Water or Sewer</b>	
<input type="checkbox"/> <b>Educational Development</b>	
<input type="checkbox"/> <b>Other Infrastructure</b>	
<input type="checkbox"/> <b>Data Center Utilities</b>	

**5. PROJECT COSTS** Indicate minimum necessary total public project infrastructure costs.

<b>a.</b> Amount of <b>loan</b> requested:	
<b>b.</b> Amount of <b>grant</b> requested:	
<b>c.</b> Total match:	
<b>TOTAL Project Cost (a+b+c):</b>	

**DECLARATION: I HERBY CERTIFY THAT THE INFORMATION GIVEN IN THIS APPLICATION TO THE WYOMING BUSINESS COUNCIL IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

Responsible (Elected) Official's Signature  
 and Date:  
 Print or Type Name and Title:

## SECTION II: PROJECT INFORMATION

**1. PROJECT DESCRIPTION.** Provide a description of the proposed project including the potential impact on the community, duration of the project, potential jobs to be created or retained and the desired results.

**2. PUBLIC BENEFITS.** Describe the public benefits of the proposed project including the importance of the project to the community and how it promotes economic development. (Please consult the WBC Regional Director for information on conducting an economic impact study for a Business Committed Project, RPASS)

**3. PROJECT GOALS AND OBJECTIVES.** Describe the goals of the project and identify indicators or measures to be used to determine at the conclusion of the project if goals were achieved and if the project is a success. The performance measures should focus on solid, measurable actions related to the project. Examples of indicators may be the amount of money leveraged (from other public or private sources), number of self-sufficient jobs created, number of business-ready lots created, etc.

**4. PROJECT NEED.** Describe in sufficient detail the need for the project and why BRC funds are necessary.

**5. FUNDING DENIAL.** What are the repercussions if funding is denied?

### 6. FUNDING SOUGHT.

a. Have any other Federal, State or Private sources been pursued for this project?

(Check all that apply and fill in Additional Funding Table)

- Federal Grants (USDA, EDA, Etc.)
- State Land and Investment Board (Is your project on the Comprehensive Priority List for Clean Water or Drinking Water? If so, what rank?)
- Water Development Commission
- Department of Transportation (TEA Program)
- Wyoming Department of Health
- Other State Sources (Specify)
- Private Donations or Foundation Grants (Specify)
- Commercial Financing (Specify Bank)
- Other:

b. Please describe any successful, unsuccessful and pending awards.

**ADDITIONAL FUNDING TABLE**

Funding Description	Amount	Awarded	Denied	Pending	Anticipated Decision Date	Further Explanation

**7. OWNERSHIP.** Will the local government own the improvements funded by this program?  
 Yes  No

If "no," who will own the improvements? If the applicant is a joint powers board, attach a Certificate of Organization and an executed Joint Powers Agreement to the application. Certificate of Incorporation is required if a Community or State Development Organization will carry out the project.

**8. TIMELINE.** Describe a realistic project timeline. If the project is to be phased, provide a separate timeline for future phases. **DO NOT EXPEND FUNDS BEFORE CONTRACT HAS BEEN FINALIZED.**

Expected SLIB Award Date:

Expected Contract Routing final date (please allow 6-8 weeks from SLIB award):

Expected Construction Bid Award, if applicable:

Any other authorizations, permits, funding, or activities necessary prior to the commencement of the project:

Expected Property Transfer, if applicable:

Expected Construction closeout, if applicable:

**9. READINESS.** Will this project improve the community's readiness for future business development?  
 Yes  No

Explain:

**10. COMMUNITY ENHANCEMENT PROJECTS:**

a. How will this project improve the community's ability to attract and retain businesses?



**b.** Provide a priority listing of proposed community enhancement projects and sites related to economic development along with preliminary cost estimates;

**11. DOWNTOWN DISTRICT.** Is the project located in a downtown district? (If no, skip to Question 12)

**a.** Is the community a Wyoming Main Street Community? If yes, please provide reinvestment statistics regarding the district.

**b.** Does the community have any downtown specific organizations and how are they involved in this project?

**c.** Discuss the community's downtown development strategy. Does the community have a downtown master plan or is the downtown part of another plan? Attach the community's comprehensive downtown strategy and/or planning documents.

**d.** If the community has a downtown plan, what projects have already been implemented and how is it impacting the downtown (jobs, business retention/growth, etc)?

**12. HISTORICAL or CULTURAL SIGNIFICANCE** (if applicable). Provide a background on the historic or cultural significance of the project. Describe the extent to which the project will preserve or enhance the historic or cultural significance of the asset and/or community.

**13. PROCUREMENT/PREFERENCE/WYOMING SITES**

**a.** Attach a Statement that the Applicant will follow State Procurement Standards Inclusive of W.S. § 15-1-113 and W.S. § 16-6-101, et seq.

**b.** Attach acknowledgement that the Wyoming Preference Act (Wyoming State Statute § 16-6-201 through 16-6-206) will be adhered to throughout the project. For additional information please contact the Wyoming Workforce Services Labor Standards Office at: 307-777-7261. To view the actual statute, please go to the following link:

<http://legisweb.state.wy.us/statutes/statutes.aspx?file=titles/Title16/T16CH6AR2.htm>

**c.** Attach a Statement that the Applicant will list the site/structure on [www.wyomingsites.com](http://www.wyomingsites.com)

See <http://bit.ly/2fYgNAe> for template.

*This document must be signed by an Eligible Elected Official*

**14. REVENUE RECAPTURE PLAN**, if applicable. Final draft or executed copy only. See Section IX. Will the project funded by BRC funds generate revenue?

Yes  No

If "yes," attach a specific plan that anticipates revenue streams and prioritize economic development initiatives to be paid for with the revenue. Revenue generated by the applicant or a private developer through BRC publicly funded infrastructure projects must be recaptured in full by the applicant. This plan must be signed and dated by Eligible Elected Official.

**15. WORKFORCE TRAINING SCHEDULE**, if applicable. Attach a workforce recruitment and/or training program. Include a program outline if the project involves educational development infrastructure for workforce or entrepreneurial training.

**\*16. OPERATIONS AND MAINTENANCE**, if applicable. Final draft or executed copy only. Attach a detailed Operations and Maintenance Plan (for Business Committed projects, the Business Plan may contain the O&M Plan). The plan should define the roles of the Applicant Community, CDO, developer, committed business, etc. in the maintenance of project infrastructure or facilities. The plan should include projected expenses and project income sources for the life of the asset.

**\*17. LEASE AGREEMENT**, if applicable. Final draft or executed copy only. A signed lease agreement will be required if the applicant or CDO is leasing property as a part of this project.

**\*18. CONTINGENCY/DEVELOPMENT AGREEMENT**, if applicable. Final draft or executed copy only. The Contingency and Development Agreement between the applicant, the business, and a Community Development Organization (if applicable), agreeing that expansion or relocation will occur and under what conditions. Along with the details of the project and responsibilities of each party, it should address:

- The project
- Public benefit to be derived by the project
- Return or consideration by the private business in exchange for the public project
- Specified source of match funding by account name or other identifying characteristics
- Job creation, wages, and payroll
- What will happen in the case of project cost over runs
- Commitment of a business to a community
- Private investment
- Public procurement
- Performance measures and reporting
- Timelines
- Marketing of available properties, particularly on [wyomingsites.com](http://wyomingsites.com)
- Responsibilities of each party
- Operations and Maintenance, if not included in another document
- Default remedies

Data Center Projects Only:

- How invoices will be reimbursed
- An understanding of the required match and job creation requirements
- How the funds will be reimbursed to the WBC if the business relocates from the political subdivision or ceases operations prior to the expiration of five (5) years from first receiving the grant funds as well as a reasonable rate of return
- Offer by the business and an acceptance or declination by the applicant to provide a stated amount of information technology storage services to the applicant at a price discounted from the fair market value of the services

***\*Please consult with Regional Director for project specific required documents.***

**19. SOCIAL SERVICES, (CHILD CARE, SENIOR CARE).** If the project will expand social services, explain whether demand for those services is outpacing the existing supply of services. Attach any relevant documentation. What is the net effect on the local economy? Attach any relevant documentation.

**20. MANAGED DATA CENTER COST REDUCTION PROJECTS:**

- a. Attach evidence that there is, or will be infrastructure, architecture, and services necessary for the support of a Tier II, Tier III or Tier IV data center.
- b. Attach projected utility costs.

**21. PROJECTS INVOLVING A PRIVATE DEVELOPER:** Applicant must provide information about why it is necessary for public assistance in the private project and the consideration exchanged for the public assistance.

**22. PROJECTS INVOLVING A COMMUNITY DEVELOPMENT ORGANIZATION OR ECONOMIC DEVELOPMENT ORGANIZATION:** Applicant must provide a Certification of Incorporation.

## SECTION III: PUBLIC HEARING PROCESS

An applicant is required to inform and educate the public and business community to the greatest extent possible about the proposed economic development project utilizing a variety of techniques and media. To inform the public and to gather information, the public hearings should at a minimum: identify the economic development opportunity/ies; explore all possible funding sources and alternative solutions to the opportunity/ies; contain a comprehensive description of the proposed project; and solicit testimony from citizens who may feel that the proposed use of the project might compete with an existing business.

The applicant must make readily available to the public, access to the application and associated materials, exclusive of business plans or business financial information which are not subject to public information statutes.

An applicant shall actively solicit citizen input which can be submitted via writing, electronically, or in person at a public hearing. **A minimum of one public hearing** before submission of an application. For the purposes of this program **seven (7) days** is the minimum period for notification of a hearing date. Public notice shall be published in a newspaper of general circulation within the boundaries of the applicant or as approved by the council staff. If the project facility is to be located outside the boundaries of the applicant, the applicant shall hold additional public hearings near the location of the proposed project facility.

An applicant must use its best efforts to notify all providers of similar services in the market area about the public hearing at least **seven (7) days** in advance of the public hearing.

The notice shall contain a concise description of the proposed project and state that time will be set-aside at the Public Hearing to take testimony from citizens about the project. See <http://bit.ly/2gPE4Zt> for a template.

An application must be accompanied by:

- a description of the applicant's public engagement process,
- written comments received by the applicant,
- evidence of the public hearing notification,
- minutes from the Public Hearing with any oral testimony

### **Resolution:**

Attach Resolution(s) of Support and minutes. After a public hearing is held, the applicant community must pass a Resolution of Support with verifying minutes. If the applicant is a Joint Powers Board, all participating agencies to the joint powers agreement must pass separate Resolutions of Support. The Resolution should state, at a minimum:

- the nature of the project
- public benefit
- desired economic development outcomes
- specified source of match funding by account name or other identifying characteristics
- who will be responsible in the case of project cost overruns
- the details of the Revenue Recapture Plan, if applicable
- who will be responsible for Operations and Maintenance

## SECTION IV: SITE INFORMATION

1. What is the location/address of the project?

2. Is the project site currently publicly owned?

Yes  No

3. Does the project involve land acquisition?

Yes  No

If "yes," then who owns the site and what steps are being taken, and by whom, to acquire the property? Include documentation of owner's willingness to transfer property.

**\*PROFESSIONAL APPRAISAL:** If the project involves purchase of property, then there must be a professional appraisal completed by a qualified appraiser.

4. **REHABILITATION.** Will the requested grant or loan fund the purchase, rehabilitation, or expansion of existing infrastructure or facilities?

Yes  No

If "yes," explain.

**\*QUALIFIED STRUCTURAL ANALYSIS:** A qualified structural analysis is required for all projects involving the renovation/rehabilitation or financing of an existing structure or facility. A professional analysis must be completed by a qualified structural engineer/architect.

5. Describe the site including total acres or square footage, size of developable area, and number of parcels for development. Also, describe any structures on the site, including useable square footage. Attach a detailed map, aerial photograph, and/or site plan showing the location of the project site and the facility proposed to be funded with BRC. If the project includes public infrastructure activities, the map should sufficiently detail those improvements and their location.

6. How is the site currently used?

7. What is the proposed future land use of the site? Is it based on a community development plan? Reference the plan and describe how this project is consistent with that land use plan. Attach only relevant portions of the plan.

8. Is the site zoned?

Yes  No

- a. If the site is zoned, attach a map and a description of the allowable uses under this zoning.
- b. Is the proposed use consistent with that designation?

c. Will a zone change be required for intended use? Explain.

9. Are there any known environmental concerns at the site such as asbestos, wetlands, floodplains, or sage grouse area?

Yes  No

If yes, explain:

10. Consult WYDOT if the project will take place in a public right of way. For projects within the Wyoming Department of Transportation rights of way, contact the WYDOT District Engineer. Attach a Letter of Acknowledgement from WYDOT. (A Right-of-Way Agreement with WYDOT may be necessary if a grant or loan is awarded.)

11. What infrastructure is necessary to serve the proposed site (i.e., water, sewer, electricity, natural gas, transportation facilities, and telecommunications) and what are the current coverage, quality, and capacity of the existing infrastructure? If there are deficiencies within any of the infrastructure systems, explain how the deficiencies will be improved.

12. **SIMILAR SITES.** Are there similar sites or facilities within the community that are unutilized or under-utilized?

Yes  No

If "yes" please detail what makes this particular site unique or necessary.

13. **DIGITAL PHOTOS.** Please attach 2-3 digital (jpg) photographs suitable for project presentation.

## SECTION V: COMMUNITY INFORMATION

**Attach portions of plans, studies, assessments, and/or reports that are relevant to project. Reference the attachment in your answer. (DO NOT INCLUDE LARGE REPORTS IN THEIR ENTIRETY).**

Examples of applicable plans:

- A current Comprehensive Economic Development Strategy (CEDS) covering the area,
- A recent labor for availability study addressing such things as unemployment, underemployment, wage distributions, commuting patterns, skill availability and educational levels;
- A targeted marketing and recruitment strategy and who will be responsible for marketing;
- A housing availability study;
- A prioritized list of infrastructure projects, sites related to economic development along with preliminary cost estimates for land acquisition, engineering and construction;
- Any plans related to labor skills, materials availability, feedstock materials, etc.;
- Other appropriate studies relating to education, workforce, entrepreneurial development.

**1. COMMUNITY AND ECONOMIC DEVELOPMENT GOALS.** How does this project fulfill local and regional community and economic development goals? Is this project a part of an overall community plan? Does the community have an economic development plan or other study of the local economy?

Yes  No

If "Yes," then provide the names and dates of relevant plan(s) and describe how does the proposed project fits into the overall economic development strategy of the community.

**2.** Describe how the Plan addresses the targeted market(s)?

**3.** Is there a list of current commercial and industrial vacancies available to prospective business?

Yes  No

Explain.

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**4.** How does the availability of the housing compare to the demand for housing should this project be successful? If necessary reference any applicable local housing statistics.

**5.** Please describe previous grant/loan experience through the Wyoming Business Council Investment Ready Community Programs.



**SECTION VI: COMMITTED BUSINESS INFORMATION**

**(For Business Committed, Managed Data Center Cost Reduction, and Senior Care/Child Care Applications ONLY)**

Business contact information: Business Name: Contact Person: Mailing Address: Phone: Fax: Email: NAICS:
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Complete the following job retention and creation table.

- Jobs must be expressed in Full Time Equivalents (FTEs).
- Average cost of benefits per hour include medical and retirement benefits provided solely by the employer.
- Retained jobs are defined as jobs that would otherwise be lost to the state if the business were to cease operations or move from Wyoming.) If the business is simply expanding, existing jobs should not be included as “retained” jobs.
- Do not include the business owners in the calculations as owners are not typically salaried employees.

Year One Job Creation Table					
Position Type	# of Jobs Retained	# of Jobs Created	Average Wage-per hour	Average Cost of Benefits	Annual Net Wages (all jobs*wages *2080 hrs)
Mgmt/Administrative			\$	\$	\$
Technical/Professional			\$	\$	\$
Office/Clerical			\$	\$	\$
Sales			\$	\$	\$
Skilled Crafts			\$	\$	\$
Other			\$	\$	\$
<b>TOTAL Year One</b>			<b>\$</b>	<b>\$</b>	<b>\$</b>

<b>Year Two Job Creation Table</b>					
<b>Position Type</b>	<b>Original jobs retained &amp; created Yr 1</b>	<b>New jobs created Yr 2</b>	<b>Average Wage-per hour</b>	<b>Average Cost of Benefits</b>	<b>Annual Net Wages (all jobs*wages *2080 hrs)</b>
Mgmt/Administrative			\$	\$	\$
Technical/Professional			\$	\$	\$
Office/Clerical			\$	\$	\$
Sales			\$	\$	\$
Skilled Crafts			\$	\$	\$
Other			\$	\$	\$
<b>TOTAL Year Two</b>			<b>\$</b>	<b>\$</b>	<b>\$</b>

<b>Year Three Job Creation Table</b>					
<b>Position Type</b>	<b>Original jobs retained &amp; created Yr 2</b>	<b>New jobs created Yr 3</b>	<b>Average Wage-per hour</b>	<b>Average Cost of Benefits</b>	<b>Annual Net Wages (all jobs*wages *2080 hrs)</b>
Mgmt/Administrative			\$	\$	\$
Technical/Professional			\$	\$	\$
Office/Clerical			\$	\$	\$
Sales			\$	\$	\$
Skilled Crafts			\$	\$	\$
Other			\$	\$	\$
<b>TOTAL Year Three</b>			<b>\$</b>	<b>\$</b>	<b>\$</b>

<b>Year Four Job Creation Table</b>					
<b>Position Type</b>	<b>Original jobs retained &amp; created Yr 3</b>	<b>New jobs created Yr 4</b>	<b>Average Wage-per hour</b>	<b>Average Cost of Benefits</b>	<b>Annual Net Wages (all jobs*wages *2080 hrs)</b>
Mgmt/Administrative			\$	\$	\$
Technical/Professional			\$	\$	\$
Office/Clerical			\$	\$	\$
Sales			\$	\$	\$
Skilled Crafts			\$	\$	\$
Other			\$	\$	\$
<b>TOTAL Year Four</b>			<b>\$</b>	<b>\$</b>	<b>\$</b>

<b>Year Five Job Creation Table</b>					
<b>Position Type</b>	<b>Original jobs retained &amp; created Yr 4</b>	<b>New jobs created Yr 5</b>	<b>Average Wage-per hour</b>	<b>Average Cost of Benefits</b>	<b>Annual Net Wages (all jobs*wages *2080 hrs)</b>
Mgmt/Administrative			\$	\$	\$
Technical/Professional			\$	\$	\$
Office/Clerical			\$	\$	\$
Sales			\$	\$	\$
Skilled Crafts			\$	\$	\$
Other			\$	\$	\$
<b>TOTAL Year Five</b>			<b>\$</b>	<b>\$</b>	<b>\$</b>

15. What employee benefits are associated with the jobs to be created and/or retained because of this project?

16. How do the wage levels of the jobs to be created compare with County mean and median wages?

Current mean wages may be found at: <http://doe.state.wy.us/lmi/LEWISSept2016ECI/toc000.htm>

**Specific wages – not generalizations.**

**SECTION VIII: BUDGET INFORMATION**

PROJECT BUDGET - The project budget pages need to show how all eligible costs will be covered by both cash and in-kind contributions. Construction costs represented here must be supported by estimates from a qualified engineer or architect. A clear budget statement of the source of all funds needed to complete the project. (This includes total eligible project costs and other ineligible project costs.)

**Part A: Eligible Project Costs**

<b>Eligible Project Costs</b>	
1. Land, structures, rights-of-way, appraisals, etc.	\$
2. Architectural and engineering fees	\$
3. Other (surveys, tests, etc.)	\$
4. Project inspection fees	\$
5. Site work	\$
6. Demolition and removal	\$
7. Construction	
a. Electrical Systems (*)	\$
b. Mechanical, Plumbing, HVAC Systems (*)	\$
c. Landscaping (*)	\$
d. Foundation and/or Structural Framing System (*)	\$
e. Interior Finishes (*)	\$
f. Fire Protection (*)	\$
g. Remediation (*)	\$
h. Other (*) – please specify	\$
8. Miscellaneous/Other (Please explain in detail on additional page(s))	\$
9. Subtotal (sum of lines 1 through 8)	\$
10. Contingencies	\$
<b>Total Eligible Project Costs</b>	
11. <b>Total Eligible Project Costs</b> <i>Use this amount for Part B, Number 1 and as the Total Eligible Project Costs as listed on the cover sheet.</i>	\$

**(\*) = Required for projects involving the construction of a new or existing building**

**Part B: Funding Sources**

<b>1. Total Eligible Project Cost</b> <i>This amount will be the same as Part A, Number 11 and will be reflected on the Cover Sheet as the Total Project Cost.</i>	\$	1a																														
<b>2. Local Match</b> <b>a. Cash Match.</b> List cash match funding source(s) and amount. Identify whether the amount has been provided or is being requested. Provide the status and the date funds were approved or the date that funds are expected to be approved.																																
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%; text-align: left;">Cash Match Source</th> <th style="width: 15%; text-align: center;">Status (approved pending)</th> <th style="width: 10%; text-align: center;">or</th> <th style="width: 15%; text-align: center;"><i>Date Approval</i></th> <th style="width: 10%; text-align: center;">of</th> <th style="width: 15%; text-align: right;">Cash Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">\$</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">\$</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">\$</td> </tr> <tr> <td colspan="5"><b>Total Cash Match</b></td> <td style="text-align: right;"><b>\$</b></td> </tr> </tbody> </table>	Cash Match Source	Status (approved pending)	or	<i>Date Approval</i>	of	Cash Amount						\$						\$						\$	<b>Total Cash Match</b>					<b>\$</b>		2a
Cash Match Source	Status (approved pending)	or	<i>Date Approval</i>	of	Cash Amount																											
					\$																											
					\$																											
					\$																											
<b>Total Cash Match</b>					<b>\$</b>																											
<b>b. In-kind Match.</b> List in-kind contribution types, descriptions, sources and values. These amounts should also be reflected in Part A: Project Costs. <b>Attach Statements of Intent.</b>																																
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		\$																														
		\$																														
		\$																														
<b>Total In-kind Match</b>		<b>\$</b>																														
<b>c. Total Local Match (Sum 2a and 2b)</b>		<b>\$</b>	2c																													
<b>3. Match Percentage (2c divided by 1)</b> <u><b>Category 1 Applicants:</b></u> Business Committed/Community Readiness match of 10% of Total Project Cost. Half the match must be cash. Community Enhancement match of 25%. Half of match must be cash. Planning match of 25%. Match must be all cash.  <u><b>Category 2 Applicants:</b></u> Business Committed/Community Readiness match of 5% of Total Project Cost. Half the match must be cash. Community Enhancement match of 20%. Half of match must be cash. Planning match of 25%. Match must be all cash.  See: <a href="http://www.wyomingbusiness.org/matchcalculator">www.wyomingbusiness.org/matchcalculator</a>			%																													
<b>4. Business Ready Community (BRC) Request (Subtract 1 - 2c)</b> <i>This is the amount of money you need to complete the project.</i>		\$																														

**Part C: Verification of Project Cost**

A qualified engineer’s or architect’s verified cost estimate is required. Grants and loans will be made only to applicants who demonstrate that upon receipt of the grant and/or loan all project costs will be funded.

If the project involves the purchase of property with requested grant funds, the applicant must provide a professional appraisal of the property. If property is being used as an in-kind match, the value may be determined by a market analysis prepared by a licensed realtor.

**Part D: Ineligible Costs**

Ineligible project costs include fixtures, appliances, equipment or other features of a facility not physically attached.

<b>1. Ineligible Project Costs (if applicable)</b>	
Ineligible Items	Amount
	\$
	\$
<b>TOTAL Ineligible project costs</b>	<b>\$</b>
<b>2.. Local Contribution Toward <i>Ineligible</i> Project Costs (if applicable)</b>	
Source of Funding	Amount
	\$
	\$
<b>TOTAL Source of Funding for Ineligible Project Costs</b>	<b>\$</b>

**Part E: Total Budget**

Total Eligible Project Costs	\$
Total Ineligible Project Costs	\$
<b>Total Budget</b>	<b>\$</b>

**SECTION VII: BUDGET INFORMATION**

**(For Managed Data Center Cost Reduction Applications ONLY)**

**Part A:**

Attach a detailed budget of three-years of projected utility costs.

**Part B: Funding Sources**

<b>A.) Grant Request for Managed Data Center Cost Reduction</b>	\$
<b>B.) Minimum Required Match (125% * A)</b>	\$
<b>Required Match</b>	
i. Projected New Taxable Capital Investment (5 years)	\$
ii. Projected New Employee Wages (5 years) <i>Must be a minimum of 50% of the match</i>	\$
<b>C. Total Match</b> (total match must be greater than or equal to the figure representing the minimum required match in “B.” listed above.)	\$

## **SECTION IX: REVENUE RECAPTURE PLAN (if applicable)**

The intent of the revenue recapture plan is to ensure a portion of BRC funding allocated to a project will continue to remain in the community fostering community and economic development activities. The following are some examples of eligible uses for recaptured funds: revolving loan fund, façade improvements, downtown development, beautification, marketing, matching funds for future grants and loans, public infrastructure improvements encouraging economic development, trainings and seminars, economic development studies and plans, and entrepreneurship initiatives.

Revenue generated by the applicant or a private developer through publicly funded infrastructure projects must be recaptured by the applicant at a rate negotiated between the applicant and other partners and commensurate with the public investment.

A minimum of twenty-five percent (25%) of net revenue generated must be reimbursed to the BRC fund up to the original grant amount of the project. Revenue recapture requirements may be satisfied by repayment of a BRC loan or via revenue recapture payments unless otherwise prohibited by governmental rules or regulations.

- All funds recaptured at the local level shall be placed in a segregated economic development account.
- No more than fifty percent (50%) of local recaptured may be used for operational expenses of an economic development organization/division if matched dollar-for-dollar by local funds.
- Revenue recapture must be repaid to the BRC fund annually or per a schedule agreeable to Wyoming Business Council staff.

A plan must be designed to:

- Project and identify the revenue streams from the project;
- Account for the 25% WBC reimbursement;
- Prioritize economic development initiatives to be paid for with the revenue while allowing the community flexibility to respond to opportunities;
- Specifically discuss how the recaptured fund will be utilized;
- Discuss how these recaptured funds will be managed;
- Include an accounting of existing revenue recapture funds in the community, if applicable, (whether with the city, town, county or JPB), explain how those funds are being used, if they are used to fund this project, and if not, why;
- The Revenue Recapture Plan must be signed and dated by the Chief Elected Official.



**SECTION X: PERFORMANCE MEASURES**

The performance measures focus on solid, measurable actions related to the project. Examples of indicators may be the amount of money leveraged (from other public or private sources), number of self-sufficient jobs created, number of business-ready lots created, etc.

Complete the chart below for each Measure that apply to this project.

**Return on Investment and Additional Performance Measure** “Quantity” should be in the following format:

- a number,
- percentage, or
- currency as noted on each measure.

**Project Infrastructure** “Quantity” should be in the following format:

- number of acres,
- building construction/renovation in “square-feet”,
- water and/or sewer line in “linear/lineal-feet”,
- and roads in “feet” and/or mile(s) as applicable.

**EXAMPLE OF PERFORMANCE MEASURES:**

City of ABC - Acme Manufacturing			
Performance Measures	Measure	Quantity	Notes
	Businesses Assisted	1	Acme Manufacturing
	Return on Investment	4.03%	
	Loan Repayment	\$ 252,026	10 year term, 2% interest
	Revenue Recapture	\$ 830,670	25% of building sale (estimated)
	County Median Wage	\$ 14.07	
	Median Wage of Jobs Created	\$ 21.00	
	Jobs to be Created (3 Year Projection)	50	
	Jobs to be Retained	25	
	Additional Investment	\$1,000,000	Equipment and furnishings
Project Infrastructure	Acres Developed	5.62	
	New Building Construction	15,000 sf	
	Existing Building Construction	0	
	Water	0	
	Sewer	0	
	Road	1,500 ft	Connector road to entrance of site

**Performance Measure Chart**

{PROJECT NAME}			
	Measure	Quantity	Notes
<b>Return on Investment Performance Measures</b>	Return on Investment	(%)	Determined by Regional Director
	Job Creation (Years 1-5)	(#)	Full Time Equivalent
	Median Wage of Jobs Created	(#)	
	County Median Wage	(#)	
	Jobs to be Retained	(#)	
	Estimated Cap Ex (Year 1)	(\$)	
	Estimated Cap Ex (Year 2)	(\$)	
	Estimated Cap Ex (Year 3)	(\$)	
	Estimated Cap Ex (Year 4)	(\$)	
	Estimated Cap Ex (Year 5)	(\$)	
	Year 0 Payroll	(#)	
	Estimated Payroll Increase (Year 1)	(%)	
	Estimated Payroll Increase (Year 2)	(%)	
	Estimated Payroll Increase (Year 3)	(%)	
	Estimated Payroll Increase (Year 4)	(%)	
	Estimated Payroll Increase (Year 5)	(%)	
	Estimated Taxable Sales (Year 1)	(\$)	
	Estimated Taxable Sales (Year 2)	(\$)	
	Estimated Taxable Sales (Year 3)	(\$)	
	Estimated Taxable Sales (Year 4)	(\$)	
Estimated Taxable Sales (Year 5)	(\$)		
<b>Additional Performance Measures</b>	Businesses Assisted	(#)	
	Loan Repayment	(\$)	
	Revenue Recapture	(\$)	
	Additional Investment	(\$)	
<b>Project Infrastructure</b>	Acres Developed	(#)	
	New Building Construction	(#)	SQFT
	Existing Building Construction	(#)	SQFT
	Water	(#)	LF
	Sewer	(#)	LF
	Road	(#)	LF

## **SECTION XI: ADDITIONAL INFORMATION FOR LOAN REQUESTS**

**Skip this section if you are applying only for a grant.**

A general BRC loan may be made to fund the entire funding request or fund a portion of the project in conjunction with a BRC grant request. A loan may be used to provide additional funding in excess to the maximum BRC award amount and/or the full or partial funding of the required match.

Any loan shall be a 'non-recourse' loan that is secured by pledge of collateral, typically real property. If the borrower defaults, the Council can seize collateral, but will not seek any further compensation from the borrower. A Special Assistance loan may be used to satisfy the required match or a portion of the required match.

Please note the following:

The WBC Council will recommend an interest rate and a term for repayment. The State Loan and Investment Board will have final approval.

All origination fees, loan documentation fees, appraisal, filing fees, and any additional fees will be the cost of applicant. Interest rate will include a maximum of a 0.5% servicing fee depending on the complexities of the loan structure.

The loan to value will be determined on a case by case basis. For projects that generate lease or sales income, a maximum LTV of 85% will be considered.

In addition to completing the application and providing all necessary documents, the following must be submitted:

- Proposed loan terms and interest rate;
- An additional resolution passed by the applicant stating the method of repayment and proposed security for the loan;
- A summary of the applicant's total investments and cash balances for the two preceding years (Complete the chart in this section);
- A detailed description of the project to be financed, including all costs to be funded and a specific explanation of how the project satisfies the criteria set forth in Statutes;
- Collateral Description;
  - Complete collateral description inclusive of legal description on pledged assets, documented estimated value, guarantees, letters of credit, and any other proposed security;
  - Preliminary title commitment on proposed real estate collateral is required with the application;
  - Determination if real estate collateral is subject to federal flood regulations; including a federal floodplain map and the identified location of the proposed collateral. If necessary, flood and hazard insurance will be required at the expense of the borrower;
  - A statement from borrower concerning known environmental contamination or issues of facilities and underlying real property associated with the project;

- For the Council to determine the ability of the applicant to repay a loan and to aid the Attorney General in evaluating the legality of the proposed indebtedness, an applicant shall provide an annual budget for the preceding and current fiscal years and a completed financial statement provided on a “General Financial Information” form provided by the Council staff, that includes, but is not limited to the following information:
  - Assessed valuation for the current and two (2) preceding fiscal years;
  - Total bonded and non-bonded indebtedness, including outstanding principal balance, interest rate, and remaining term;
  - Total mills levied within the jurisdiction of the applicant for the current and two (2) preceding years: and, a breakdown of the mill levy for the current fiscal year;
  - Sales and use tax imposed within the jurisdiction of the applicant;
  - A summary of the applicant’s total investments and cash balances for the two (2) preceding years.
- Bylaws, resolutions, operating agreement of tenant in the event the loan project will create a lease or sales revenue stream (if applicable);
- Copy of the proposed lease in the event the loan project will create a lease or sales revenue stream;
- Three years of financials for both the applicant and all related parties. Audited or CPA-prepared statements are preferred;
- A balance sheet and projected cash flow for the project for the anticipated term of the loan evidencing ability to repay the loan;
- Notice and identification of any threatened or pending litigation involving the anticipated project or property offered as collateral and/or the applicant;
- A letter from the applicant’s attorney addressing the following in detail:
  - The applicant’s authority to enter into this BRC loan;
  - The applicant’s current indebtedness and borrowing capacity;
  - If this loan will require an election;
  - Method of repayment and any revenue sources;
  - Affirmation that Wyoming State Constitutional debt provisions and all other applicable statutes will be followed.

Should an applicant be awarded a BRC loan, the applicant must enter into a loan agreement with the WBC.

<p><b>1.</b> Identify the revenue source(s) that will be used to service loan debt for total public project costs.</p>
<p><b>2.</b> List all sources of proposed security for the loan.</p>
<p><b>3.</b> Complete following General Financial Information Form.</p>

<b><i>General Financial Information Form for BRC Loan Requests</i></b>			
<b>Financials prepared by:</b>			
<b>Date:</b>			
<b>Entity:</b>			
<b>Tax ID Number</b>			
<b>GENERAL FUND ANALYSIS</b>	<b>Current FY</b>	<b>Previous Two FY's</b>	
	<b>FY :</b>	<b>FY :</b>	<b>FY :</b>
<b>REVENUES</b>			
Taxes			
Local Property Taxes			
Local Sales Tax			
Other Local			
Intergovernmental Revenues			
Other			
<b>EXPENDITURES</b>			
General Gov't.			
Physical Security			
Other			
<b>ASSESSED VALUATION</b>			
<b>TOTAL MILLS LEVIED</b>			
Provide breakdown of the mill levy distribution for this FY			
<b>TOTAL INVESTMENTS</b>			
<b>TOTAL CASH BALANCES</b>			
	<b>Current FY</b>		
<b>TOTAL BONDED AND NON-BONDED INDEBTEDNESS</b>			
Principal Balance			
Interest Rate			
Remaining Term			
<b>SALES AND USE TAX LEVY</b>			

## SECTION XII: CHILD CARE PROJECTS

The WBC recognizes that child care is a necessary component of community development and influences the community's economic development. In addition, and in accordance with the "Telluride Principles" developed by the Partnership for America's Economic Success: "Long-term US economic strength and fiscal sustainability depends on our future workforce. Investing in children is a vital economic growth strategy and a priority of business, government and philanthropy. Private and public resources are limited and should be allocated based on evidence of effectiveness." Available quality child care alleviates workforce constraints by allowing parents to enter the workforce and care givers to increase their training and occupational advancement. Along with the application, the following information needs to be provided to the WBC to further evaluate the economic development merits of child care projects. Additional information may be requested as needed.

### Financial Info:

- All funding must be secured. This includes start-up and operational costs, and additional financing.

### Community Need:

- There needs to be a documented need for child care.
  - Provide the WBC with a comprehensive analysis of the need for child care in your area. The analysis, conducted by an impartial third party, should:
    - Address the current need for child care;
    - Forecast future need and trends for child care: five and ten years;
    - Identify the existing market the proposed WBC funded project will impact;
    - Address the overall growth of the community, businesses, industry, and workforce;
    - Address issues of child care affordability;
    - Consult the Department of Family Services and the Department of Workforce Services.
  - Discuss the alternatives that were explored to address the identified need. The greater public and existing providers should be actively involved in the development and analysis of alternatives.
- Applicant must use its best efforts to notify all child care providers in the market area of the public hearing for the application at least seven days in advance of the public hearing. Applicants should obtain a list of licensed providers in the area from the Department of Family Services.
- The project must be driven by the community.
  - Was there a request for proposals issued to select the provider?
  - List all the partners involved.
  - What steps are being taken to engage existing providers, develop partnerships among them, and use the proposed facility for the ongoing benefit of all providers?

**Workforce:**

- Applicant must demonstrate that the lack of available, affordable, quality child care is or will be a constraint on those seeking employment or advancing their employment.
- Business and industry need to provide information indicating the need for child care to allow for more labor to enter the workplace.
- A plan to measure the success of the project must be submitted to the WBC. Along with the information in Section III, #3, this plan should state performance measures relating to how the project alleviates workforce constraints, provides training opportunities to providers, and makes the community more business ready.

**Quality Child Care:**

- The committed child care business must be licensed by the state of Wyoming
- Information must be provided on the quality of the early education that will be/is currently offered.
  - What quality standards will the facility follow?
  - What type of training will be provided to the staff?
  - What type of outreach will be provided to existing and potential providers?

## **SECTION XIII: SENIOR CARE PROJECTS**

Along with the application, the following information must be provided to the WBC to further evaluate the economic development merits senior care projects. Additional information may be requested as needed.

### **Financial Info:**

- All funding must be secured. This includes start-up and operational costs, and additional financing.

### **Community Need:**

- There needs to be a documented need for senior care.
  - Provide the WBC with a comprehensive analysis of the need for senior care in your area. The analysis, conducted by an impartial third party, should:
    - Address the current need for senior care;
    - Forecast future need and trends for senior care: five and ten years;
    - Identify the existing market the proposed WBC funded project will impact;
    - Address the overall growth of the community, businesses, industry, and workforce;
    - Address issues of senior care affordability.
  - Discuss the alternatives that were explored to address the identified need. The greater public and existing providers should be actively involved in the development and analysis of alternatives.
- The project must be driven by the community.
  - Was there a request for proposals issued to select the provider?
  - List all of the partners involved.
  - What steps are being taken to engage existing providers, develop partnerships among them, and use the proposed facility for the ongoing benefit of all providers?



## APPLICATION CHECKLIST

The Application Checklist will be utilized by the Regional Director to assess the completeness of an application. Applicants are encouraged to make a copy of the Application Checklist for their personal use while completing an application.

- Business Plan.**
- Complete Application.** All questions must be fully answered and all required documentation included. Incomplete applications will either be tabled or sent back to the applicant for resubmittal at a different time.
- Secured Local Match.** See the chart on page ii for the required match amounts. *In-kind match must meet the criteria for eligible project costs.* Examples of in-kind contributions include: infrastructure, labor, materials, and real estate. Attach an explanation of valuation for each item and any supporting documentation (i.e., appraisals, wage rates, market value, etc.)
- Statements of Intent** from each donor.
- Economic Impact Study (RPASS) or equivalent impact study.** See Regional Director.
- Financial Information for Loans.** For applicants requesting BRC loans, additional financial information is required. (See Section XI of the application.)
- Attach verification of project costs.**  
Appraisal, engineer/architect's estimates, etc.
- Verified Structural Analysis.**
- Appraisals, if applicable.**
- Public hearing notice, public hearing minutes, and any additional public engagement processes.**
- Resolution(s) of Support and minutes.**
- Certifications, if applicable.** (Joint Powers Board, DDA, URA, EDO/CDO)
- Site information.**
- Zoning documentation.**
- Two (2) Digital photographs. (jpg, preferable)**
- Statement that the Applicant will Follow State Procurement Standards Inclusive of W.S. § 15-1-113 and W.S. § 16-6-101, et seq.**
- Acknowledgement that the Wyoming Preference Act (Wyoming State Statute § 16-6-201 through 16-6-206) will be adhered to throughout the project.**

- Statement that the Applicant will list facility/land on [www.wyomingsites.com](http://www.wyomingsites.com)**
- Workforce recruitment and/or training program, if applicable.**
- Community and Economic Development Goals.** Relevant portions of plans only.
- WYDOT Letter of Acknowledgement, if applicable.** The project will take place in a public right of way.
- Contingency/Development Agreement, if applicable. (final draft or executed copy only).**
- Attach a Lease Agreement, if applicable (final draft or executed copy only).**
- Attach an Operation and Maintenance Plan, if applicable (final draft or executed copy only).**
- Enhancement Projects only.** Priority listing.
- Revenue Recapture Plan, if applicable. (Final draft or executed copy only).** Section X. Table of existing revenue recapture.
- Loan Documentation.**
  - Resolution specific to the loan.
  - Environmental requirements.
  - Federal flood regulations.
  - Guarantees, letters of credit, proposed security
  - Applicant's attorneys letter.
  - Wyoming Constitution Affirmation
  - Assessed valuation, indebtedness, levied mills, sales/use tax imposition, investments/cash balances.
- Child Care projects only.** Address all the items in Section XII of the application.
- Senior Care projects only.** Address all the items in Section XIII of the application.
- Projects w/ Private Developer.** Explanation of need for public assistance.
- Managed Data Center Cost Reduction Projects.** Section IX.
  - a. Evidence for the support of a Tier II, Tier III or Tier IV data center.
  - b. Attach eligible projected utility costs.

\_\_\_\_\_  
Regional Director Signature

\_\_\_\_\_  
Date