



UPDATED: JUNE 18, 2026

BRC APPLICATION CHECKLIST

WYOMING

BUILDING RESILIENT COMMUNITIES

APPLICATION CHECKLIST: REQUIRED DOCUMENTS

Use this checklist to ensure you have all the necessary information and required documents prepared for a successful [Building Resilient Communities](#) grant and loan application. Contact your [WBC Regional Director](#) for assistance and any questions.

DOCUMENTS REQUIRED BEFORE SUBMISSION OF APPLICATION

Please discuss with your Regional Director.

- Initial Business Finances** (Excel): Only if a Business is involved in addressing your barrier to economic growth, and before noticing the public hearing.
- Initial Business Plan** (Word or PDF): Only if a Business is involved in addressing your barrier to economic growth, and before noticing the public hearing.

DOCUMENTS REQUIRED AT TIME OF APPLICATION SUBMITTAL

- Project Narrative** (Word or PDF)
- Project Budget** (Excel)
- Elected Official Certification** (Word or PDF)
- Project Specific Images** (png, jpg, gif, etc)
- Certified Project Estimates** (PDF)
- Market Analysis or Broker's Price Opinion** (PDF)
- DRAFT Revenue Recapture Plan and Previous Uses** (Word or PDF): Only for revenue-generating projects
- Projected Utility Costs** (Excel or PDF): Only for Managed Data Center Cost Reduction applications

INITIAL DATA REQUEST (IDR)

Documents required approximately **one week** after application submittal.

- Public Hearing Notice** (Word or PDF): Public Hearing must be held before submitting the Application
- Public Meeting Minutes** (Word or PDF)
- Resolution(s) of Support** (Word or PDF): If you are doing a loan and a grant, you will need one for each
- Applicant & Agents of Applicant Budget & Reserves** (Excel or PDF)
- DRAFT Operations & Maintenance Plan** (Word or PDF)
- DRAFT Lease & Purchase Agreement** (Word or PDF)
- DRAFT Contingency & Development Agreement** (Word or PDF)
- Child Care License** (State of WY) (PDF): Only for Child Care-related applications
- Supporting Loan Information** (Word): Only required for Loans
- Applicants' Attorney Letter** (PDF): Only required for Loans
- Qualified Structural Analysis** (PDF)

- Updated Business Finances** (Excel): Only if a Business is involved in addressing your barrier to economic growth.
- Updated Business Plan** (Word or PDF): Only if a Business is involved in addressing your barrier to economic growth
- DRAFT Request for Proposals** (PDF): Only for Planning Grant applications
- Intent Letters for Match** (Word or PDF)
- Economic/Community Development Plan** (PDF)
- Economic Impact Data** (Excel): Needed for most revenue-generating projects and all barriers to economic growth that include a business

DOCUMENTS REQUIRED AT TIME OF SITE VISIT

Approximately **4-6 weeks after** application submittal.

- Certifications (Optional)** (PDF): Required for Joint Powers Boards & Agents of the Applicant
- Letters of Support (Optional)** (PDF)
- Community Correspondence (Optional)** (PDF)

DOCUMENTS REQUIRED AFTER STATE LOAN AND INVESTMENT BOARD (SLIB) MEETING

- Professional Appraisal** (PDF)
- Legal Description for Lein** (PDF)
- Insurance Letter** (WARM/LGLP) (PDF)
- Final Operations & Maintenance Plan** (PDF)
- Final Lease & Purchase Agreement** (PDF)
- Final Contingency & Development Agreement** (PDF)
- Final Revenue Recapture Plan** (PDF): Only for revenue-generating projects
- Final Request for Proposals** (PDF): Only for Planning Grant applications