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# **BRC BLOCK PLANNING GRANT: STEP-BY-STEP PROCESS TIMELINE**

WYOMING

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## TIMELINE OVERVIEW AND THE BLOCK GRANT DISTINCTION

The Building Resilient Communities (BRC) Planning Project is categorized as a Block Grant. As defined in [Rule Chapter 1, Section 3, \(f\)](#), a block grant provides pre-approved, fixed-amount funding for a specific timeframe and purpose. For BRC, this purpose is the creation of community and regional strategic plans designed to identify and address "barriers to economic growth" that can be verified by data

## TECHNICAL ADVANTAGES OF THE PLANNING TRACK

Applicants should recognize the strategic value of this specific grant type. Unlike standard BRC infrastructure applications, Planning Block Grants offer a significant "speed-to-market" advantage:

- **Accelerated Approval:** Authority is delegated directly to Council staff, streamlining the timeline from application to award.
- **Maximum Award:** \$100,000 per plan.

## HIGH-LEVEL PHASE SUMMARY

- **Phase I:** Pre-Application (1–3 Months): Local engagement, public hearings, and draft development.
- **Phase II:** Application & Review (5–9 Weeks): Eligibility verification and technical due diligence.
- **Phase III:** Staff Approval (2–4 Weeks): Final analysis and award determination.
- **Phase IV:** Contracting & Execution (5–12 Weeks to start): Legal review, contract execution, and multi-year reporting.

## PHASE 1: PRE-APPLICATION

The pre-application phase is where most compliance failures occur. Applicants must strictly adhere to public notice and transparency requirements to ensure the application is not deemed ineligible upon submission.

## TIME-SENSITIVE MANDATORY STEPS:

- **One Month Before Submission:** Mandatory consultation with a WBC Regional Director to vet the concept.
- **Submission of Draft Application:** Delivery of the final draft application and all supporting materials to the Regional Director in the online system for technical refinement.

- **10 Days Before Submission:** Publish a notice of public hearing in an "official medium." This includes local newspapers, public fora, or local governmental social media pages (Rule 1-10-b-i).
- **Before Submission:** Conduct at least one public hearing to highlight identified barriers to growth, explore alternative solutions, and solicit testimony.

## CRITICAL DOCUMENTATION & TRANSPARENCY RULES:

- **Website Accessibility:** Per Rule 1-10-a-i, all application materials must be easily accessible and prominently announced on the homepage of the applicant's official website.
- **Confidential Information:** In accordance with open records laws, any proprietary business plans or sensitive financial information must be redacted prior to public distribution or website posting.
- **Social Media Outreach:** Applicants must demonstrate comprehensive outreach using existing platforms, including but not limited to Facebook, Instagram, X, Threads, Nextdoor, and YouTube.
- **Signed Resolution:** CAUTION: The formal resolution of support must be adopted after the public hearing has been held and all public comments have been considered (Rule 1-10-d-iv).

## PHASE II: APPLICATION & REVIEW

Following the quarterly submission deadline, Council staff initiate a rigorous verification process.

### REVIEW MILESTONES

Step	Estimated Duration	Key Activities
Eligibility Review	1-2 Weeks	Verification of barriers to growth data, signatures, and minimum 25% match requirements.
Initial Data Request (IDR)	2-3 Weeks	Follow-up for budget clarity, proof of hearing notice, and letters of support. Site visits may be scheduled during this window if required by staff.
Initial Due Diligence	2-4 Weeks	Conflict of Interest (COI) checks; deep dive into existing plans, drawings, and previous BRC funding history.

## PHASE III: STAFF APPROVAL

Authority is delegated directly to Council staff, streamlining the timeline from application to award.

**Internal Approval Authority:** Approval of planning applications is determined solely by Council staff based on pre-approved terms. These applications are not presented at public Board meetings. However, staff is required to update the Council and the Board on all awarded block grants at their next regularly scheduled meeting to ensure transparency.

During the Staff Recommendation phase (2–4 weeks), the final analysis of the budget, deal structure, and projected impact is completed to finalize the award.

## PHASE IV: CONTRACTING & EXECUTION

Approval does not grant immediate access to funds. The project must move through legal review and formal execution.

### STEPS TO PROJECT COMMENCEMENT:

1. **Final Document Request (1–4 Weeks):** Submission of final signatures and any remaining professional appraisals or land records.
2. **Contract & Attorney General Review (4–8 Weeks):** Drafting of the grant agreement and final legal review "as to form" by the Attorney General's office.
3. **Executed Contract:** Final signing by all parties. Strict Rule: No BRC funds may be spent, and no obligations may be incurred, before the contract is fully executed.

### ONGOING COMPLIANCE REQUIREMENTS:

- Quarterly Progress Reports:** Narrative and financial status reports due within 15 days of each quarter-end. (Late reports freeze all drawdowns.)
- Reimbursement Requests:** Drawdown requests submitted via the online grant management system with proof of incurred obligations.
- Final Planning Report:** A comprehensive report submitted upon project completion.
- Annual Evaluation:** Annual reports for a minimum of 5 years post-completion to assess the project's impact on addressing barriers to growth.

### SUMMARY OF KEY CONSTRAINTS & RULES

To maintain eligibility and ensure successful audits, applicants must respect the following non-negotiable constraints:

- **Fund Usage:** Grants are strictly limited to the creation of the planning document(s).
- **Prohibited Costs:** Funds cannot be used for:
  - Salaries of existing applicant/local staff (unless a new position is created specifically for the project).
  - Travel costs for anyone other than the planning consultant(s).
  - Reproduction of any promotional materials.
- **Match Nuance:** A minimum 25% match of total eligible project activities is required.
  - At least 50% of the match must be cash.
  - **Ineligible Match:** Real estate or infrastructure previously purchased or developed with BRC funds cannot be used to satisfy the minimum 25% match requirement. Such assets may only be counted as match after the 25% threshold is met.
- **Performance Standing:** Applicants past due on any reporting or revenue recapture payments from previous BRC grants are deemed ineligible for new funding.
- **Record Retention:** All records must be retained for **five years** following the date of the official closeout notice.