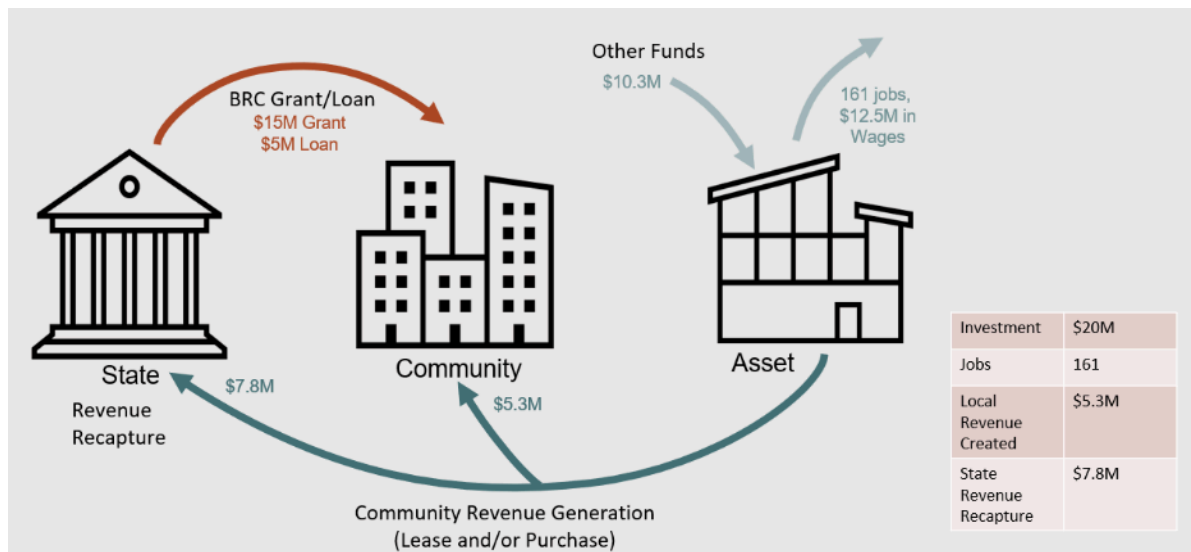




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BUILDING RESILIENT COMMUNITIES (BRC) PROGRAM: COMPREHENSIVE PROCESS & TIMELINE GUIDE

WYOMING



PHASE 1: APPLICATION PREP & STRATEGIC DEVELOPMENT

1.1 PROJECT CONCEPTION AND BARRIER IDENTIFICATION

TYPICAL DURATION: 5 WEEKS TO 2 YEARS

The cornerstone of the Building Resilient Communities (BRC) program is identifying and addressing a "barrier to economic growth." This is defined as a factor or factors verified by data that limit a region from experiencing economic growth and contributing to a stronger state economy (Chapter 1, Section 3(e)).

Role of the Regional Director: Your Regional Director acts as your dedicated coach and guide during the project development phase. You must schedule a consultation with them **at least one month before project submission**. Your BRC Coach will focus on:

- **Project Structuring:** Helps you build a statutory-compliant deal structure. As BRC provides the "last dollars in," your coach will ensure your community has secured its other required funding. They will also help you weigh the pros and cons of scaling or phasing, keeping in mind that phasing infrastructure is often much more expensive.
- **Data Verification:** Assists, in conjunction with the WBC team, in identifying and vetting the specific data sets required to verify the barrier to economic growth.
- **Compliance Guidance:** Iterates on the draft application to ensure it meets the rigorous standards of the WBC Board and the State Loan and Investment Board (SLIB).

1.2 MANDATORY CONSULTATIONS

TYPICAL DURATION: 1 DAY TO 1 WEEK

Applicants must schedule a formal consultation with a WBC Regional Director at least one month prior to the final application submission. This is a non-negotiable requirement as set in rules (Chapter 1, Section 11(a)).

If the project includes a committed business, we will require draft business plan and historical business financials at this time

1.3 PUBLIC ENGAGEMENT & TRANSPARENCY REQUIREMENTS

TYPICAL DURATION: 2 TO 10 WEEKS

Per [Chapter 1, Section 10](#) of the BRC rules, applicants must inform and educate the public and industry competitors.

Action	Mandatory Requirement
Website Accessibility	Applications and all materials (redacting proprietary business plans) must be prominently announced and easily accessible on the applicant's official website homepage.
Social Media Outreach	Must use existing platforms, including but not limited to Facebook, Instagram, X, Threads, Nextdoor, and YouTube, to direct residents to the project website.
Public Hearing Notice	Publish notice, in an approved medium, at least 10 days in advance. The notice must contain a concise project description, disclose the barrier to economic growth and notification of citizen testimony time.
Market Notification	Must use best efforts to notify all providers of similar services in the market area at least 10 days before the hearing.

1.4 SPECIAL PROJECT CONSIDERATIONS

TYPICAL DURATION: ADD A FEW DAYS PER PROJECT

Managed Data Centers (Chapter 3 & W.S. 9-12-601(j)(iii)): Rules require specialized development agreements including wage-to-match calculations and electrical/broadband cost reduction structures.

Loan Requirements (Chapter 2): Applicants must submit a separate signed resolution of support for the loan. Additionally, applicants must submit a letter from their attorney addressing: (1) Authority to enter the loan, (2) Current indebtedness/borrowing capacity, (3) Election requirements, (4) Proposed repayment method and revenue sources, and (5)

Affirmation of Wyoming State Constitution debt provision compliance. *(Note: We provide a comprehensive Loan Guidelines document to help you navigate these loan applications!*

Fees and Costs: Applicants are responsible for an annual servicing fee for any grant that has revenue recapture and all loans, plus costs for origination on all loans, documentation, filing, and appraisals.

Attorney General Review: No project involving a committed business or a loan shall proceed without a written opinion from the Attorney General regarding the legality of the project.

1.5 DRAFT SUBMISSION AND REVIEW

TYPICAL DURATION: 2 WEEKS TO 6 MONTHS

Final draft applications and public presentation materials must be submitted to the Regional Director through the online portal. This will kick off an internal 2-week review by the Regional Director and the investments team. Once the two-week window closes, the application will lock and kick off phase two.

This review serves as a final review to mitigate deal-structure risks and ensure statutory compliance before the submission window closes.

Applications are accepted quarterly. **Critical Window:** Applications involving a committed business must be submitted no later than **nine weeks prior** to a scheduled Council meeting. A complete submission requires:

- Signed resolutions and official signatures
- A budget for a fully funded project
- Verified match sources
- Certified cost estimates
- Identified barrier to economic growth that will be addressed

PHASE 2: APPLICATION SUBMISSION & TECHNICAL REVIEW

2.1 ELIGIBILITY AND INITIAL DATA REQUEST (IDR)

TYPICAL DURATION: 3 TO 5 WEEKS

Eligibility Review (1–2 weeks): Staff verify the "Barrier to Economic Growth" data and ensure the project meets eligibility from both a statute and rules perspective.

IDR Process (2–3 weeks): This is the start of the technical deep-dive. Applicants will be asked to provide additional information like:

- Detailed Operations and Maintenance (O&M) plans
- Executed Letters of Support

- Refined contingency sizes
- Proof of public notice/hearing minutes
- Lease or development agreements
- Final business plan and financials (if applicable)

2.2 INITIAL DUE DILIGENCE

TYPICAL DURATION: 2-4 WEEKS

After all documents requested in the IDR are received, the WBC staff performs a comprehensive analysis of the application and the proposed project. Staff also reviews current planning documents, funding structures, and engineering drawings. A formal Conflict of Interest (COI) check is initiated for all involved parties, and a site visit is scheduled.

2.3 SITE VISIT (MILESTONE 2)

TYPICAL DURATION: 1 DAY

The Investments Team and WBC Board members conduct a physical inspection of the project site. This visit is used to verify impact, prepare the applicant for the WBC board meeting and SLIB, as well as answer any outstanding questions about the project.

2.4 FINAL DUE DILIGENCE AND STAFF RECOMMENDATION

TYPICAL DURATION: 4-7 WEEKS

Final Review (1–3 weeks): Includes a third-party economic impact analysis (if applicable) and a final evaluation of project strengths/weaknesses. WBC staff will use a standardized evaluation tool during this period to finalize their analysis and recommendations. Also, draft presentation and materials from the applicant are due during this time frame, two weeks before the investment committee meeting.

Staff Recommendation (2–4 weeks): Staff create a final project analysis and formal recommendation for the Board, certifying the budget and deal structure viability.

PHASE 3: GOVERNANCE & APPROVAL PROCESS

3.1 INVESTMENTS COMMITTEE MEETING(S) (MILESTONE 3)

TYPICAL DURATION: 1 WEEK

Draft Public Presentations: Draft presentations and materials from the applicant are due two weeks before the committee meeting.

Investments Committee Meeting: During this time, staff will present project findings to the Investments Committee. This meeting is designed to address "tough questions" and technical challenges to ensure the project is ready for the public record. Afterward, the BRC team will follow up with the applicant to loop them in on any questions, additional requests, and the current recommendation from the committee.

Final Public Materials: Immediately following the committee meeting, the applicant must submit their final public materials to the BRC staff.

3.2 BOARD OF DIRECTORS MEETING (MILESTONE 4)

TYPICAL DURATION: 1 DAY

A public meeting with a structured sequence:

1. **Applicant Presentation:** Summary of the project and barrier resolution.
2. **Board Questions:** Applicant answers specific questions of the Board members.
3. **Staff Recommendation:** Presentation of technical analysis and staff position.
4. **Roll-Call Vote:** Mandatory recorded vote to determine the project recommendation that the WBC Board will make to SLIB.

3.3 STATE LOAN & INVESTMENT BOARD (SLIB) PREPARATION AND BRIEFINGS

TYPICAL DURATION: 1-4 WEEKS

Following Council recommendation, a period occurs involving individual briefings with the five elected state officials and final material preparation (if needed). For any project involving a loan or a committed business, this period also includes securing a mandatory written opinion from the Attorney General certifying the legality of the project.

3.4 STATE LOAN & INVESTMENT BOARD (SLIB) MEETING (MILESTONE 5)

TYPICAL DURATION: 1 DAY

Typically occurs the first Thursday of the month following the WBC Board meeting (ex: May WBC Board meeting - June SLIB meeting).

- **Final Decision-Makers:** The five elected state officials serve as the final decision-makers.
- **Presentation and Vote:** The presentation format mirrors the WBC Board meeting, culminating in a final funding determination.

PHASE 4: CONTRACTING, EXECUTION & LONG-TERM COMPLIANCE

4.1 FINAL DOCUMENT REQUEST (FDR) AND LEGAL REVIEW

TYPICAL DURATION: 6-12 WEEKS

- **FDR Phase (1–4 weeks):** Collection of certified appraisals, land transfer documents, and final signatures.
- **Legal Review (4–8 weeks):** The Attorney General performs a final review "as to form" for all grant and loan contracts.

4.2 EXECUTED CONTRACT (MILESTONE 6)

TYPICAL DURATION: 1 WEEK

Compliance Rule: No work can begin, and no BRC funds can be expended, prior to the full execution of the contract. Contracts standardly stipulate a 2-year construction timeline.

4.3 CONSTRUCTION MONITORING AND DRAWDOWNS

TYPICAL DURATION: 6 MONTHS TO 2+ YEARS

According to rules, applicants must adhere to the Wyoming Preference Act and municipal procurement regulations ([Chapter 1, Section 14\(a\)](#)).

- **Quarterly Progress Reports:** Mandatory reports due within 15 days of the quarter's end.
- **Drawdown Requests:** BRC is a reimbursement program. Payment release is strictly contingent upon reporting compliance. Drawdown requests must be submitted at least quarterly, but not more than monthly.

4.4 PROJECT COMPLETION (MILESTONE 7)

TYPICAL DURATION: 1 DAY

This milestone is formally triggered by the submission of the **Final Infrastructure Report**. This report documents the completed work, expenditure of funds, and the project's impact on the identified barrier to growth.

4.5 POST-PROJECT EVALUATION AND REPORTING

TYPICAL DURATION: 5 TO 20+ YEARS

A minimum **5-year annual reporting period** follows construction.

- **Projects with Loan/Recapture:** Must report annually until all financial obligations are satisfied.
- **Data Verification:** Reports must provide a combination of quantitative and qualitative evidence of economic outcomes and project impact.

4.6 REPORTING COMPLETE (MILESTONE 8)

TYPICAL DURATION: 1 DAY

Final closeout is achieved when the project reaches its expected peak economic impact, and all reporting/financial obligations have been fulfilled.

PROGRAMMATIC STANDARDS & RULES SUMMARY

MATCH REQUIREMENTS & STRATEGIC PROVISIONS

Project Type	Minimum Match	Technical Detail / Key Rule
General BRC Grant	25%	At least 50% must be cash. Pro-tip: Real estate owned by the applicant may count as cash match if not purchased with BRC funds and supported by a certified appraisal.
Managed Data Center	125%	Realized over 5 years. Wage Rule: No less than 50% of the match must be gross wages of employees earning 150% of the county median wage.
BRC Loans	0%	No match required for the loan portion. Match Usage: 50% of a BRC loan may be used to satisfy the match requirement for a BRC grant.

REVENUE RECAPTURE PROVISIONS (CHAPTER 1, SECTION 8)

- **Recapture Rate:** Negotiated rate between 25% and 100% of net revenue and commensurate with each party's investment.
- **The "Double Grant" Cap:** Total revenue paid back to the state BRC fund shall not exceed double the original grant amount.

- **Local Use:** Max of 50% of local recapture for operations (must be matched 1:1 by local funds). Min 25% reserved for the next revenue-generating project.

INELIGIBILITY PENALTIES

Applicants are ineligible for funding if they are:

1. Past due on program reporting.
2. Delinquent on revenue recapture payments.
3. Delinquent on any outstanding previous BRC debts.

GENERAL BRC PROCESS AND TIMELINE

APPLICATION



PRESENTATION AND CONTRACT



EXECUTION



TIMELINE DATES TABLE

Phase	Track	Activity	Typical Duration
Application Prep	Community	App development & preparation	5 weeks to 2 years
Application	Milestone	Draft application submitted	1 day
Review	Staff	Eligibility review	2 weeks
Application	Milestone	Application locks	1 day
Review	Staff	Initial data request (IDR)	1 week
Review	Community	Respond to IDR / supply support docs	2 to 3 weeks
Review	Staff	Initial due diligence	2 to 4 weeks
Review	Milestone	Site visit	1 day
Review	Staff	Final due diligence	2 to 4 weeks
Review	Staff	Staff recommendation	2 to 4 weeks
Decision	Milestone	Investments Committee	1 day
Decision	Milestone	Board of Directors meeting	1 day
Decision	Milestone	SLIB meeting	1 day
Contracting	Legal	Final document request (FDR)	1 to 4 weeks
Contracting	Legal	Contract review + Attorney General review	4 to 8 weeks
Contracting	Milestone	Executed contract	1 day
Implementation	Construction	Construction / implementation & Quarterly reporting + drawdowns	6 months to 2+ years
Closeout	Milestone	Project complete / grand opening	1 day
Closeout	Reporting	Final infrastructure report	1 day
Long-Term Reporting	Reporting	Annual reporting period	5 to 20+ years
Long-Term Reporting	Milestone	Reporting complete	1 day

TIMELINE SUMMARY TABLE

Milestone #	Phase	Activity	Time Between Milestones
—	Phase 1	Project Conception & Data Verification	
M1	Phase 2	Final Application Submission	9 months to 3 years
—	Phase 2	Eligibility & IDR Review (Gate-Check)	3–5 weeks
M2	Phase 2	Site Visit	1 day
—	Phase 2	Staff Recommendation Preparation	2–4 weeks
M3	Phase 3	Investments Committee	1 day
M4	Phase 3	Board of Directors Meeting	1 day
M5	Phase 3	SLIB Meeting (Final Approval)	1 day
—	Phase 4	FDR & Attorney General Review	5–12 weeks
M6	Phase 4	Executed Contract (Work Start Authorized)	1 day
M7	Phase 4	Final Infrastructure Report / Completion	2-year construction window
M8	Phase 4	Final Reporting Complete	5+ years post-construction

LIMITATIONS & NOTES

- **Withdrawal Policy:** Applicants may withdraw an application at any point prior to contract execution.
- **Average Duration:** The average time from final application submission to an executed contract is 22–26 weeks.