

BRC Application - Documents Required

Attachment Name	File Format	Notes
Documents Required Prior to 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 prior to noticing the public hearing.
Initial Business Plan	Word or PDF	Only if a Business is involved in addressing your barrier to economic growth, and prior to 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 1 Week After Application Submittal		
Public Hearing Notice	Word or PDF	Public Hearing must be held prior to submitting the Application.
Public Meeting Minutes	Word or PDF	
Resolution(s) of Support	Word or PDF	If you are doing a loan and 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.
Request for Proposals DRAFT	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 includes 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