

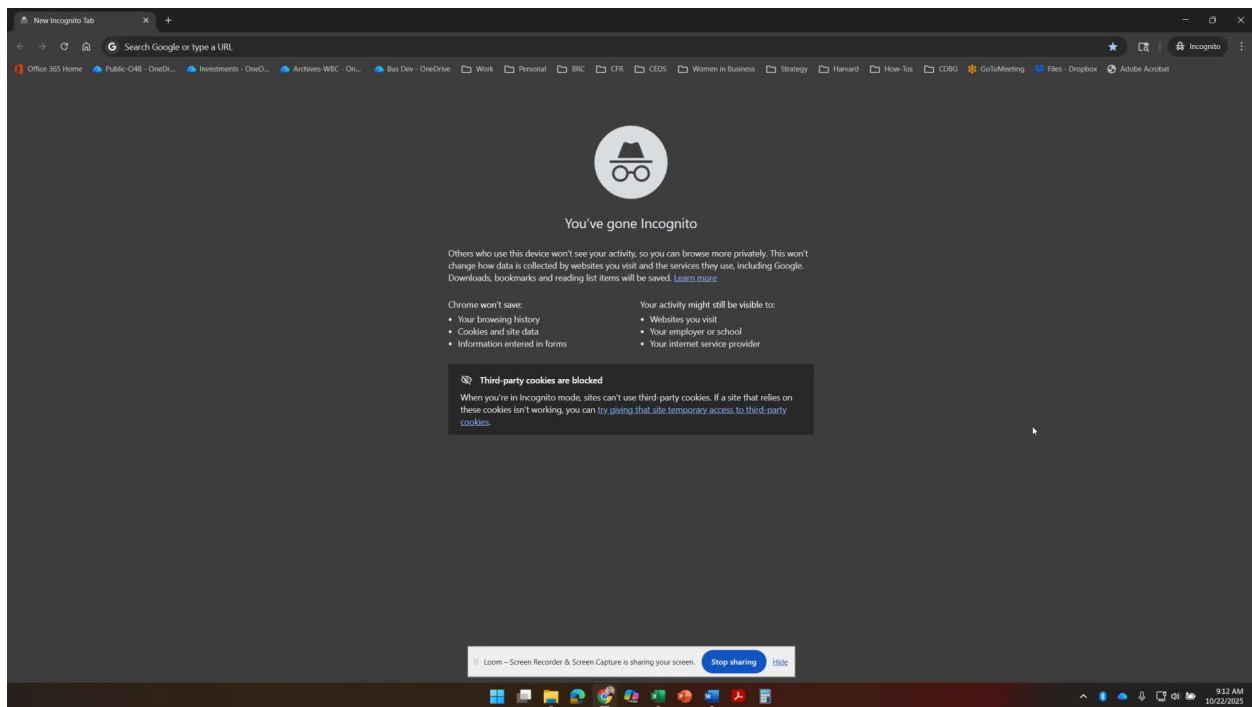
Submitting a Business Ready Community (BRC) Application

Objective

This document outlines the steps required to successfully submit an application for the Business Ready Community (BRC) program, ensuring all necessary information and documentation are provided.

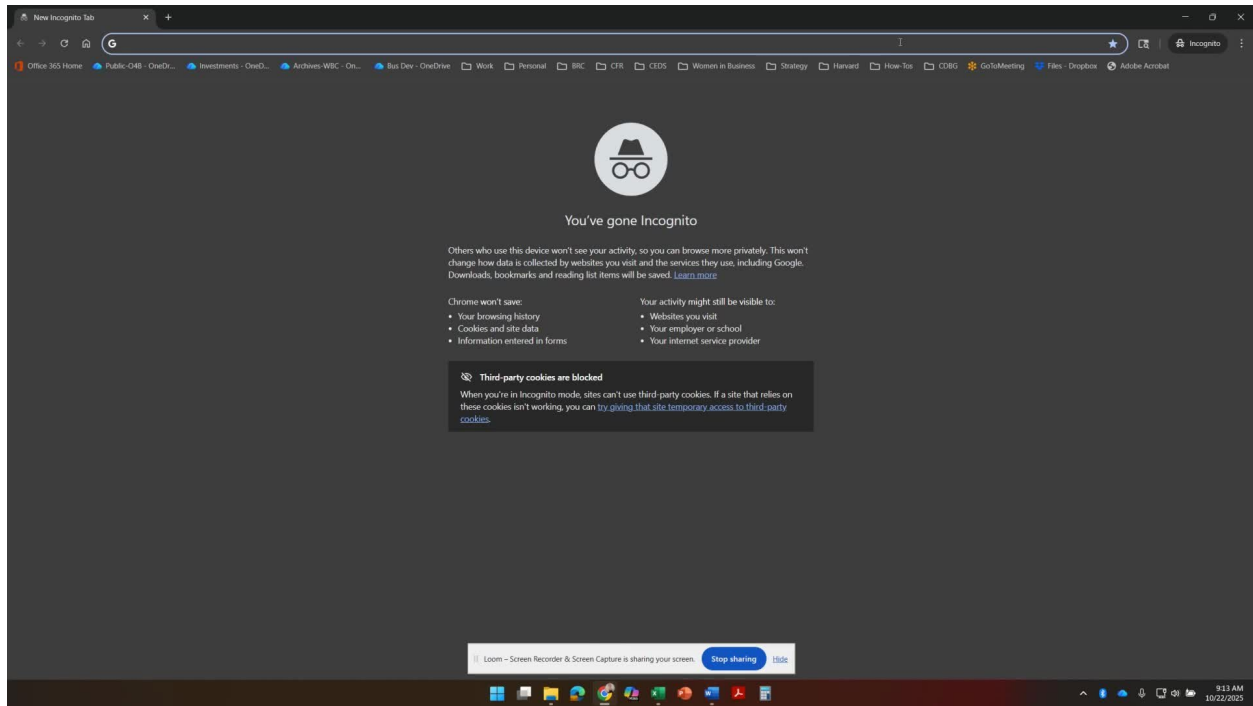
Key Steps

1. Preparation Before Application



- Read the relevant statutes, rules, and guidelines for the BRC program.
- Consult with your regional director before starting the application.
- Allocate sufficient time for research and documentation gathering.
- If you have questions before starting an application please see the [Application Documentation, Templates, & FAQ's page](#)

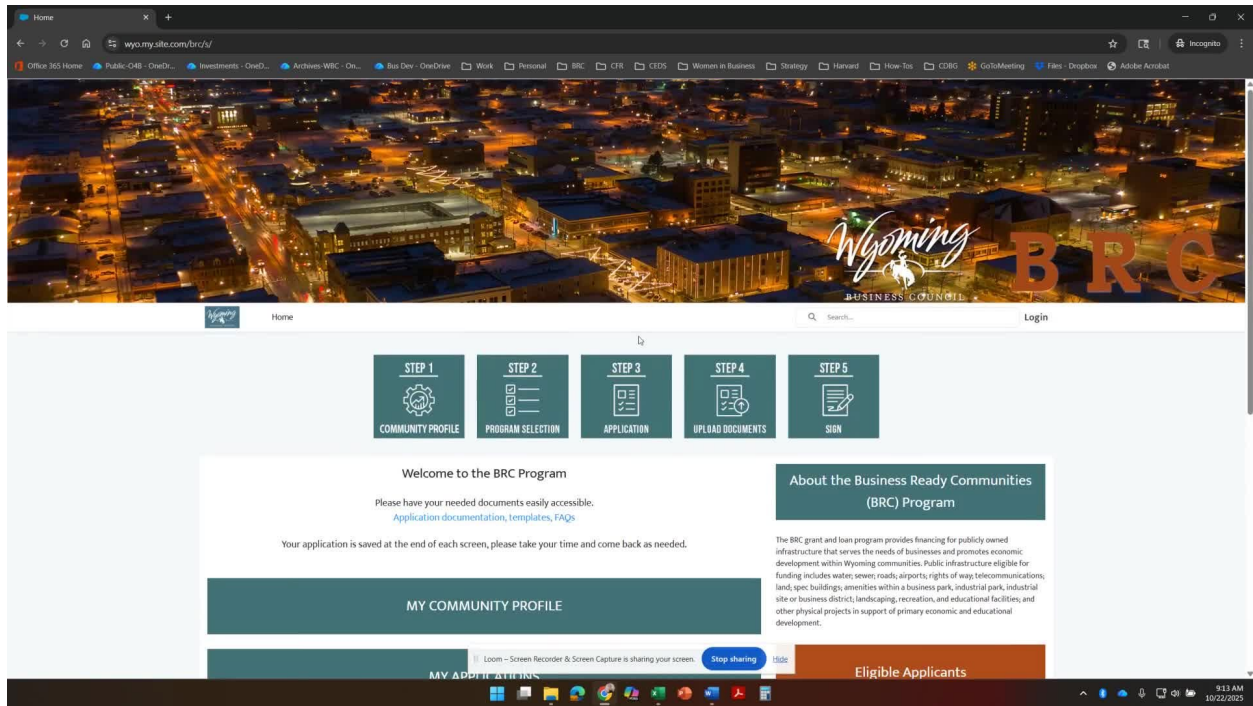
2. Accessing the Application Portal



- To start a new application please visit <https://wyo.my.site.com/brc> .
- Ensure you are logged in or create an account if necessary.

Note if you aren't already logged in you will be prompted to login or create an account (Not a member?) – If you create an account please expect a delay because we will need to associate your new login with the existing community account before you can proceed.

3. Creating a Community Profile



- Click on 'Step 1: Community Profile'.
- Fill in all required fields marked with a red asterisk, including:
 - Primary contact information
 - Number of employees (full-time, part-time, contractors)
 - Elected official's name and contact information

4. Starting a New Application

The screenshot shows a web browser window with the URL wyomy.safte.com/brc/v1/programselection. The page features a header with a cityscape image and the Wyoming BRC logo. Below the header is a navigation bar with links: Home, Manage Applications, and Contact Us. A search bar and a user profile dropdown are also present. The main content area displays a five-step process flow: STEP 1 COMMUNITY PROFILE, STEP 2 PROGRAM SELECTION (highlighted in red), STEP 3 APPLICATION, STEP 4 UPLOAD DOCUMENTS, and STEP 5 SIGN. Below the flow, a section titled 'Please select a BRC Investment Strategy' contains three bullet points:

- Business Committed** - is a project in which an applicant has a business committed to start-up, expand, locate or retain jobs in the community.
- Managed Data Center** - is a type of business committed project where the funds are used to help buy down the cost of broadband and electricity. Grant amounts are based on the amount of capital investment and payroll the business will realize over five years.
- Community Readiness** - is a project which has no specific business committed to expand or locate in a community. The community wants to build infrastructure to ready itself for new business development under a specific strategy or plan of action.

Below the bullet points, a question asks: 'What BRC sub-type you would like to apply for?'. A dropdown menu is shown with the option 'None--' selected. A 'Save & Proceed' button is located at the bottom right of the form.

- Click on 'Step 2: Program Selection'.
- Click what BRC sub-type you would like to apply for.
- Save and Proceed.

5. Entering Project Details

The screenshot shows a web browser window with the URL www.my.site.com/brc/v/BRCApplication. The page displays a five-step process bar at the top: STEP 1 COMMUNITY PROFILE, STEP 2 PROGRAM SELECTION, STEP 3 APPLICATION (highlighted in red), STEP 4 UPLOAD DOCUMENTS, and STEP 5 SIGN. Below the process bar, the form is titled "Your Application: BRC-00012 for Community Profile: BRC Noelleville Test Community Program: Community Readiness". The form is divided into two main sections: "Community Category" and "Common Information".

Community Category

- Community Category: A dropdown menu showing "Category 1".
- * Total Project Cost: A text input field with a cursor.
- Required Match: A text input field.

Common Information

- * Project Title: A text input field.
- * Project Short Description: A text input field.
- * Target Project Start Date: A date picker.
- * Will the project take place in a public right of way?: A dropdown menu showing "None".
- * Explain the process and benefits: A text input field.
- * Regional Collaboration: A dropdown menu showing "None".
- * Target Project Completion Date: A date picker.
- * Current Barrier to Growth: A text input field.

- 'Step 3: Application'.
- Input total project cost and project description.
- Provide a short description of the project and its benefits.
- Completely fill out these sections.

6. Estimating Project Timeline

Your Application: BRC-00012
for Community Profile: BRC Noelleville Test Community
Program: Community Readiness

Community Category

Category 1

Total Project Cost
\$10,000,000.00

Required Match
\$2,000,000.00

Common Information

Project Title
Noelleville Housing Development

Project Short Description
The community is looking at applying for a housing development project utilizing BRC funds. The project includes water, sewer, roads, curb and gutter, and the engineering as part of that.

Target Project Start Date
Please fill out this field

Target Project Completion Date
Please fill out this field

Environmental Concerns

Funding Source

Have you explored other funding sources?
None

Will the project take place in a public right of way?
Yes

Explain the process and benefit
100 units of housing, workforce affordable housing for the new manufacturing ecosystem taking place in our community.

Regional Collaboration
None

Current Barrier to Growth
None

Current Zoning
None

Future Zoning
None

- Estimate target project start and completion dates.
- Consider the BRC process timeline when estimating.

7. Addressing Environmental Concerns

Your Application: BRC-00012
for Community Profile: BRC Noelleville Test Community
Program: Community Readiness

Community Category

Category 1

Total Project Cost
\$10,000,000.00

Required Match
\$2,000,000.00

Common Information

Project Title
Noelleville Housing Development

Project Short Description
The community is looking at applying for a housing development project utilizing BRC funds. The project includes water, sewer, roads, curb and gutter, and the engineering as part of that.

Target Project Start Date
Jun 1, 2026

Target Project Completion Date
Jun 1, 2028

Environmental Concerns
N/A

Funding Source

Have you explored other funding sources?
None

Will the project take place in a public right of way?
Yes

Explain the process and benefit
100 units of housing, workforce affordable housing for the new manufacturing ecosystem taking place in our community.

Regional Collaboration
None

Current Barrier to Growth
None

Current Zoning
None

Future Zoning
None

- Identify any environmental concerns related to the project.

8. Funding Sources

The screenshot shows the 'Funding Source' section of the BRC Application. The form is titled 'Common Information' and 'Funding Source'. The 'Common Information' section includes fields for Project Title, Project Short Description, Target Project Start Date, Target Project Completion Date, Environmental Concerns, Will the project take place in a public right of way?, Explain the process and benefits, Regional Collaboration, Current Barrier to Growth, Current Zoning, Future Zoning, and Provide an explanation for why the Current Zoning and Future Zoning do not match. The 'Funding Source' section includes fields for Have you explored other funding sources?, Have you received other funding sources?, and Have you applied for other funding sources?. The 'Next' button is visible at the bottom right.

Common Information

Project Title:

Project Short Description:

Target Project Start Date:

Target Project Completion Date:

Environmental Concerns:

Will the project take place in a public right of way?

Explain the process and benefits:

Regional Collaboration:

Current Barrier to Growth:

Current Zoning:

Future Zoning:

Provide an explanation for why the Current Zoning and Future Zoning do not match:

Funding Source

Have you explored other funding sources?

Have you received other funding sources?

Have you applied for other funding sources?

Next

- List other funding sources explored and indicate if funding was received.

9. Inputting Match Information

The screenshot shows the 'Match Information' section of the BRC Application. The form is titled 'Your Application: BRC-00012 for Community Profile: BRC Noelville Test Community Program: Community Readiness'. The 'Match Information' section includes fields for Design and Drawings, Community Cash, Business Cash, Developer Cash, In Kind Land, In Kind Labor, Community In Kind, Grant Funding, Grant Type, Loan Type, and Project Total Cost. The 'Next' button is visible at the bottom right.

Your Application: BRC-00012
for Community Profile: BRC Noelville Test Community
Program: Community Readiness

Match Information

Design and Drawings:

Community Cash:

Business Cash:

Developer Cash:

In Kind Land:

In Kind Labor:

Community In Kind:

Grant Funding:

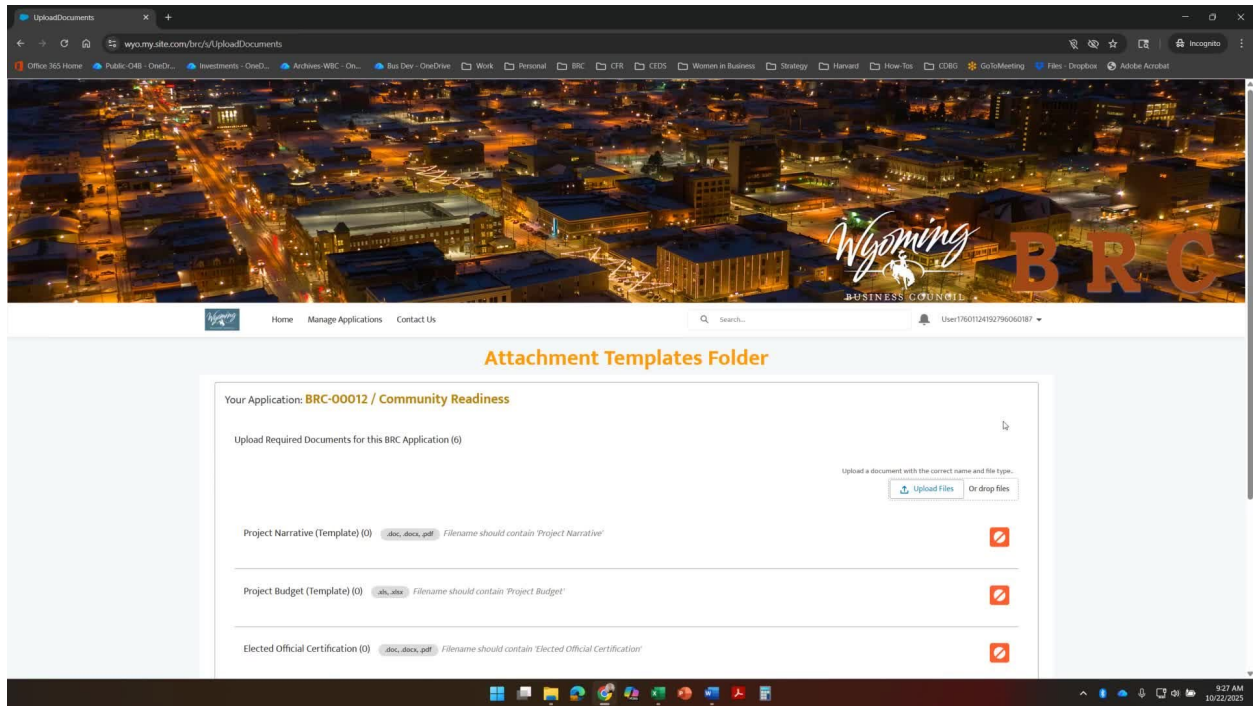
Grant Type:

Loan Type:

Project Total Cost:

- Enter community cash contributions and other funding sources.
- Ensure total match meets the required match amount.

10. Document Uploads



- 'Step 4: Upload Documents'.
- Upload required documents in the correct format (e.g., Excel for budgets).
- Ensure file names match the required naming conventions.

11. Finalizing the Application

The screenshot shows a web browser window with the address bar displaying 'wyoming.brc.com/frc/f/UploadDocuments'. The page title is 'Upload Documents'. The main content area lists several required documents, each with a status indicator (a green checkmark) and a filename requirement. The documents listed are:

- Project Narrative (Status: [icon])
- Project Budget (Template) (1) (Status: [icon]) Filename should contain 'Project Budget'
- Project Budget (Status: [icon])
- Elected Official Certification (1) (Status: [icon]) Filename should contain 'Elected Official Certification'
- Elected Official Certification (Status: [icon])
- Certified Project Estimates (1) (Status: [icon]) Filename should contain 'Certified Project Estimates'
- Certified Project Estimates (Status: [icon])
- Market Analysis or Broker's Price Opinion (1) (Status: [icon]) Filename should contain 'Market Analysis'
- Market Analysis (Status: [icon])
- Revenue Recapture Plan (1) (Status: [icon]) Filename should contain 'Revenue Recapture Plan'
- Revenue Recapture Plan (Status: [icon])

A 'Next' button is located at the bottom right of the document list.

- Review and check all information provided.

12. Sign and Submit Application

The screenshot shows a web browser window with the address bar displaying 'wyoming.brc.com/frc/f/Sign/Submit'. The page title is 'Sign/Submit'. The main content area features a progress bar with five steps, each represented by a square icon and a label:

- STEP 1: COMMUNITY PROFILE
- STEP 2: PROGRAM SELECTION
- STEP 3: APPLICATION
- STEP 4: UPLOAD DOCUMENTS
- STEP 5: SIGN

Step 5 is highlighted in red. Below the progress bar is a large empty rectangular box for the signature. The bottom of the page features a navigation bar with links for 'Home', 'Manage Applications', and 'Contact Us', along with a search bar and a user profile dropdown.

- 'Step 5: Sign'.
- Sign the application electronically, save your signature, and submit it.

Post-Submission Process

- Wait for the BRC team to review your application.
- Be prepared to provide additional documentation upon request.

Cautionary Notes

- Ensure all required fields are completed to avoid submission errors.
- Double-check file formats and naming conventions before uploading documents.

Tips for Efficiency

- Start gathering documentation early to avoid last-minute issues.
- Keep a checklist of required documents to ensure nothing is overlooked.
- Regularly consult with your regional director for guidance throughout the process.