



Business Ready Community Grant & Loan Program

Grant and Loan Application

Please select an application type:

☒ BRC Planning Grant Application

☒ Economic Development

☐ Feasibility

☐ Regional Targeted Industry

INTRODUCTION: Planning Grant Projects

Rules Rules governing the Business Ready Community (BRC) Grant and Loan Programs are available through the Wyoming Business Council (WBC) or www.wyomingbusiness.org.

Applicants Counties, incorporated cities, towns, and joint powers boards (with approval of all member agencies) may apply. The WBC may enter into contracts/cooperative agreements with Eastern Shoshone and Northern Arapaho Tribes.

Applicants are not eligible for funding if they are past due on program reporting and/or revenue recapture payments.

Planning: There are five types of planning grants available:

Funds Planning: There are three types of planning grants available:

1. Economic Development plans. Maximum amount \$100,000. These are plans that assess the economic capabilities of the community as a whole and identify potential future economic development opportunities. (This is not intended to be used for community development plans such as land use plans, zoning plans, etc.) The plan, if implemented, will potentially lead to the creation of new primary jobs and/or retention of existing primary jobs. The plan will also address sources of funding to implement the plan.
2. Feasibility Studies. Maximum amount \$50,000. These are site specific or industry specific plans must determine the feasibility of a project or plan for a project that addresses an economic development objective or remove barriers to growth. The plan, if implemented, will potentially lead to the creation of new primary jobs and/or retention of existing primary jobs. The plan will also address sources of funding to implement the plan.
3. Regional Targeted Industry Plans. Maximum amount \$100,000. These are plans that encompass a defined region and potential targeted industries for economic development growth. The plan, if implemented, will potentially lead to the creation of new primary jobs and/or retention of existing primary jobs. The plan will also address sources of funding to implement the plan.

Due Date For application deadlines, contact your Regional Director or Program Manager (contact information provided on the following page) or refer to the Wyoming Business Council website at: www.wyomingbusiness.org

Recommendations and decisions are subject to WBC Board and State Loan and Investment Board schedules.

Incomplete or ineligible applications will be sent back to the applicant for resubmittal at the next eligible application cycle.

Review The review process includes an initial WBC staff screening and report to WBC Board. The WBC Board will make recommendation to the State Loan and Investment Board (SLIB). The SLIB will determine grant awards. Applicants will be notified of all meetings. Timing of the approval process will depend on when the application is received and WBC and State Loan and Investment Board (SLIB) meeting schedules. **Applicants are strongly encouraged to attend the WBC and SLIB meetings at which their project is to be discussed.** Costs may not be incurred prior to a signed grant agreement, typically 6-8 weeks after a SLIB decision.

Application Instructions

- If text will not fit within the text field:
 1. Create and save a document
 2. Enter the name of the document in the applications text field for our reference
 3. At time of submission you will be able to upload any referenced documentation
- Recommend downloading the application to your device and using a local PDF editor (such as Adobe Acrobat) instead of your Internet browser

Submissions

To submit your application contact your Regional Director for submission requirements. Contact information can be found below:

Converse, Niobrara, Platte and Natrona Counties	Big Horn, Hot Springs, Park, and Washakie Counties	Campbell, Crook, Sheridan, Johnson, and Weston Counties
Drew Dietrich East Central Regional Director Cell: 307.772.1265 drew.dietrich@wyo.gov	Kristin Fong Northwest Regional Director Cell: 307.271.2619 kristin.fong@wyo.gov	Brandi Harlow Northeast Regional Director Cell: 307.689.1320 brandi.harlow@wyo.gov
Sublette, Teton and Fremont Counties	Lincoln, Uinta and Sweetwater Counties	Albany, Goshen, Laramie, and Carbon Counties
Patrick Edwards West Central Regional Director Cell: 307.389.2762 patrick.edwards@wyo.gov	Kiley Ingersoll Southwest Regional Director Cell: 307.677.0729 kiley.ingersoll@wyo.gov	Kaylie Holyfield Southeast Regional Director Cell: 307.286.3668 kaley.holyfield@wyo.gov

APPLICATION CHECKLIST



Schedule a Consultation with WBC Regional Directors. The WBC Regional Director must be consulted with during the application process and provided sufficient opportunity to provide written review and recommend adjustments to the application. The Regional Director, as part of the application, must provide preliminary comments about the plan, addressing how the plan aligns with regional economic and community development endeavors, and stating any early concerns that the Regional Director may have. An early consultation with the Regional Director will allow the applicant to begin addressing those concerns before the application is submitted.

THIS IS A REQUIREMENT OF SUBMISSION. IF YOU DO NOT PROVIDE A COPY OF THE DRAFT APPLICATION TO YOUR REGIONAL DIRECTOR TWO WEEKS PRIOR TO THE GRANT DEADLINE, YOUR APPLICATION WILL NOT BE COMPLETE AND WILL NOT BE ACCEPTED.



Complete Application. All questions must be fully answered, and all required documentation included. Incomplete or ineligible applications will be sent back to the applicant for resubmittal at the next eligible application cycle.



Secure Local Match. A local match of twenty-five percent (25%) of **total eligible project costs** for planning grants is required. CDBG funds cannot be used as all or part of the required cash match.

If an applicant has previously recaptured funds from a Business Ready Community grant or loan project, the applicant must provide an accounting of said funds.



Attach public hearing notice, public hearing minutes. An applicant is required to inform and educate the public and business community to the greatest extent possible about the proposed economic development project (including, but not limited to the economic development opportunity, possible funding sources and alternative solutions) utilizing a variety of techniques and media. The applicant must make readily available to the public access to the application and associated materials, exclusive of business plans or business financial information which are not subject to public information statutes. An applicant shall actively solicit citizen input which can be submitted via writing, electronically, or in person a public hearing. A minimum of one public hearing before submission of an application. For the purposes of this program **seven (7) days** is the minimum period for notification of a hearing date. Public notice shall be published in an official medium such as local newspapers, public fora, local governmental social media pages or another venue as approved by the council staff. If the project facility is to be located outside the county boundaries of the applicant, the applicant shall hold additional public hearings near the location of the proposed project facility.

The notice shall contain a concise description of the proposed project and state that time will be set-aside at the public hearing to take testimony from citizens about the project.

To inform the public and to gather information, the public hearings should at a minimum: identify the economic development opportunity(ies); explore all possible funding sources and alternative solutions to the opportunity(ies); contain a comprehensive description of the proposed project; and solicit testimony from citizens who may feel that the proposed use of the project might compete with an existing business.

An application must be accompanied by a description of the applicant's public engagement process, written comments received by the applicant, evidence of the public hearing notification, minutes from the public hearing, and a signed resolution passed by the applicant or participating agencies to a joint powers board after the public hearing is held and public comments are considered.



Attach Resolution(s) of Support and minutes. After a public hearing is held, the applicant must pass a resolution of support. If the applicant is a Joint Powers Board, all participating agencies to the joint powers agreement must pass separate resolutions. The resolution should state, at a minimum:

- the nature of the plan;
- public benefit;
- desired economic development outcomes;
- specified source of match funding by account name or other identifying characteristics;
- what will happen, and who will be responsible in the case of plan cost overruns.



Attach certifications, if applicable.

- If the applicant is a joint powers board, then attach a Certificate of Organization and an executed Joint Powers Agreement to the application.
- A Certificate of Incorporation is required if a Community or State Development Organization will oversee the planning process.



Attach site information. If the planning process includes a specific site, please attach a detailed map, photographs and/or site plan showing the general location of the site, project related buildings or any other relevant information.



Provide a draft RFP that will be used to solicit bids for the planning process.



If the application will directly benefit a specific business, provide a current business plan for review. Attach a business plan of the business committed to locate or expand. The business plan must address the following:

- Values, Vision, Mission
- Business description
- Background – history, current status, future plans
- Management and Ownership (include qualifications and resumes)

- Operations – location, facilities and equipment, and labor
- Provide sources and uses for “Start-up Costs”, “Expansion Costs” or “Working Capital”
 - What will it cost to open the doors?
 - What are the equipment and labor costs to start?
- Organization/Personnel – organizational chart
- Products and/or Services description
- Technology concept – concept development, research plans
- Market Analysis
- Competitive Analysis
- Detailed job creation figures
- Industry trends
- Sales and Marketing information
- Challenges and Obstacles
- Financial information – historical financial performance, pro forma financials, assumptions (balance sheets, profit and loss (income) statements for the last three fiscal years and income projections for the next three years, and cash flow projections for the next three years)
- All supporting documentation – licenses, certifications, contracts, etc.
- Copies of the prior three years of tax statements must be submitted
- Exit Strategy if applicable

Please mark the business plan “Confidential Information.” The WBC will entertain entering into a non-discloser agreement, pending approval by the Attorney General. **The entire BRC application is considered a public record; however, financial and commercial information provided by the business is exempt from disclosure to the extent permitted by Wyoming Statute 16-4-203(d)(v).**



Applicant and sub-applicant development agreement. For plans that include a sub-recipient, a draft agreement between the local government and sub-recipient must be received by the WBC with the application. If the application is successful, a formal agreement must be received by the WBC before funds are released.



Organization standing with the Secretary of State’s office. If this application is being sponsored by local government on behalf of a non-profit entity, the status of the non-profit organization must be verified through the Secretary of State’s office. This information can be obtained online at:

<https://wyobiz.wy.gov/Business/FilingSearch.aspx>

Please attach documentation that this standing has been checked. If the organization is not in good standing for any reason, it will bear on the decision to award a grant or not.



Attach a Contingency and Development Agreement (final draft or executed copy only). Attach a final draft of the contingency and development agreement between the applicant, the business, and a Community Development Organization

BUSINESS READY COMMUNITY PLANNING GRANT PROGRAM

(if applicable), agreeing that expansion or relocation will occur and under what conditions. Along with the details of the project and responsibilities of each party, it should address:

- the public benefit to be derived by the project
- specified source of match funding by account name or other identifying characteristics
- what will happen in the case of project cost overruns
- procurement
- reporting
- timelines



Include copies of any other community plans and/or planning efforts (including any implementation of these plans and/or efforts if applicable).

SECTION I: COVER SHEET

1. PROJECT TITLE: Town of Burlington Economic Development Plan								
2. APPLICANT INFORMATION								
Applicant (City, Town, County, JPB, Tribe): Town of Burlington Responsible Elected Official: Gerald George, Mayor Mailing Address: PO Box 38, Burlington, WY 82411								
Local Contact: Chelsey Aagard Position: Assistant Clerk and Grant Coordinator Mailing Address: PO Box 38, Burlington, WY 82411 Phone: 307-272-8164 Email: chelseyaa@gmail.com								
3. PROJECT ADMINISTRATION CONTACT								
Organization Name: Town of Burlington Contact Person: Chelsey Aagard Mailing Address: PO Box 38 Phone: 307-762-3502 Email: chelseyaa@gmail.com								
4. TYPE OF PLAN <i>Briefly describe applicable project type.</i>								
<table border="0"> <thead> <tr> <th style="text-align: left;">☐ <u>Project Type</u></th> <th style="text-align: left;"><u>Brief Description</u></th> </tr> </thead> <tbody> <tr> <td>☒ Economic Development</td> <td rowspan="4">The Town of Burlington is seeking a grant to help fund the development of a comprehensive Economic Development Plan</td> </tr> <tr> <td>☐ Feasibility</td> </tr> <tr> <td>☐ Regional Targeted</td> </tr> <tr> <td>☐ Industry</td> </tr> </tbody> </table>	☐ <u>Project Type</u>	<u>Brief Description</u>	☒ Economic Development	The Town of Burlington is seeking a grant to help fund the development of a comprehensive Economic Development Plan	☐ Feasibility	☐ Regional Targeted	☐ Industry	
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☒ Economic Development	The Town of Burlington is seeking a grant to help fund the development of a comprehensive Economic Development Plan							
☐ Feasibility								
☐ Regional Targeted								
☐ Industry								
5. PROJECT COSTS Indicate minimum necessary total public project infrastructure costs.								
a. Amount of grant requested: b. Total match: TOTAL Project Cost (a+b):	67,500.00 22,500.00 \$ 90,000.00							
DECLARATION: I HERBY CERTIFY THAT THE INFORMATION GIVEN IN THIS APPLICATION TO THE WYOMING BUSINESS COUNCIL IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. Responsible (Elected) Official's Signature and Date: <i>Gerald George</i> 1/29/25 Print or Type Name and Title: Gerald George, Mayor								

SECTION II: PROJECT INFORMATION

1. PROJECT DESCRIPTION. Provide a description of the proposed planning process and scope of work. Tell us about this project and why it's important.

The Town of Burlington is seeking to develop a comprehensive Economic Development Plan. This plan would be developed by a qualified consultant and would serve as a guide to the town's future development and progress. The scope of work would include a community assessment of the town's current housing and infrastructure to identify current capacity and service gaps. The plan would also include an assessment of the town's economic vitality with recommendations for supporting the Town's current local businesses and attracting new businesses to the community.

The Town of Burlington is a rapidly growing community and is currently facing challenges with housing availability and infrastructure shortcomings. The Town needs guidance and direction as it accommodates the growth and plans for a sustainable and thriving future.

2. COMMUNITY BENEFIT. What are the proposed benefits to the community? Describe the community benefits that will be created if the plan is implemented.

The Economic Development Plan for the Town of Burlington will benefit our community in three main areas: housing development, infrastructure improvements, and economic growth. By focusing on these three areas of progress, the Town of Burlington can enhance the quality of life for its residents, increase our tax base and capture revenue from tourists passing through, foster a community that is more self-reliant and less dependent on outside sources for essential services, and promote sustainable growth that ensures long-term prosperity for the future. The plan would help prioritize our efforts so limited resources could be most beneficially applied to our challenges.

Affordable and accessible housing options are limited in Burlington. In June of 2024, the mayor and town council of Burlington organized a group of individuals to attend the Wyoming Business Council's A2A program. During that workshop, Burlington's team identified both affordable and accessible housing in Burlington as significantly lacking. The group's data collection after the workshop confirmed very limited options in both of these housing areas. The A2A leadership group also learned that three private investors in our town were actively considering planning and developing housing subdivisions within Burlington's city limits or areas adjacent to the town. These developments would require infrastructure expansion. The town aims to support these investors. Supporting private development will enhance the town's tax base and generate additional revenue for our community. Furthermore, these housing developments will benefit the community by accommodating projected population growth. Town leadership would also like to encourage diverse housing options for all demographics and needs the guidance from an Economic Plan to make the most cost-effective and appropriate next steps.

The Burlington community would also benefit from infrastructure improvements. Residents in the town have access to quality drinking water, but development in areas just outside of Burlington is hindered by inadequate drinking water. A bulk water distribution hub is needed. The Town has a lack of sidewalks which causes accessibility constraints. Except for the highway running through town, all roads in Burlington are dirt which leads to dusty conditions. Drainage of rainwater run-off is also a challenge in some of our neighborhoods. There are open canals in town, some running near homes with children. This is a major safety concern for many residents and the town leadership. Burlington is located in a beautiful valley but has very few outdoor recreation options like walking and biking paths.

There is no Senior citizen center in Burlington. Burlington has an active Recreation Committee which seeks to offer programs for all living in and around Burlington. However, the only indoor recreation space in Burlington is the school, and due to the demands on its space, community recreation opportunities are limited, particularly in the winter months. All of these infrastructure improvements will improve the quality of life for residents of Burlington. However, with so many areas of improvement to consider, the town leadership would greatly benefit from the guidance of an Economic Development plan to help inform which improvements would be the most needed and beneficial now.

Economic progress is also needed in Burlington. Burlington has a lack of businesses including essential services like medical services. Currently, the town of Burlington has one restaurant, one small convenience store, and one auto service station that offers gasoline only to those with membership cards and therefore serves primarily only local residents. The Town sits on Highway 30 which many tourists use on their way to Yellowstone National Park. Due to a shortage of stores and services, most visitors do not stop in Burlington but instead just pass through. Both the local leadership and business owners have expressed a desire to expand offerings to capture more revenue from the tourists passing through town. An Economic Development plan will help inform and guide growth in an effective way which will benefit not only the community but the owners and workers at all Burlington businesses. Economic progress will also help Burlington be more self-reliant. Currently, residents of Burlington must leave our town for all medical care and most shopping. By strengthening and encouraging business growth, more residents may be able to receive the care and goods they need without leaving town.

By improving housing, infrastructure, and business in Burlington, citizens will have an improved quality of life. This progress will strengthen the foundation of our town and allow us to be more self-reliant. It will also make Burlington's growth more sustainable and provide for a more vibrant future.

3. PROJECT GOALS AND OBJECTIVES. Describe the goals of the planning process and identify indicators or measures to be used to determine at the conclusion of the planning project if goals were achieved and if the project is a success.

An Economic Development Plan will provide the Town of Burlington's leadership a blueprint for the path forward in four areas: Housing development, Infrastructure Improvement, Community Resilience, and Economic Vitality. We expect this plan will guide the progress of the Town for the next 10 years. The indicators or measures to determine if goals were achieved are as follows: Housing Development: Burlington will have a strategic plan to increase affordable and diverse housing options. This plan may include working with or supporting those in the private sector. Infrastructure Improvement: Burlington will have specific recommendations for improving and expanding our water, sewer, roads, allies, and public utilities to meet future growth and support the prosperity of businesses in town. Since 2020 Burlington has experienced an annual population growth of 4.86%. The population is projected to continue growing and we would like to have infrastructure that can support this growth for the next 10 years.

Community Resilience: Burlington's Economic Development Plan will provide infrastructure planning that incorporates sustainability, cost efficiency, and long-term maintenance considerations. The plan will provide a guide to make sure Burlington can remain stable and solid for the next 10 years in fluctuating economic climates.

Economic Vitality: Burlington's Economic Development plan will support local businesses and attract new businesses by improving infrastructure that supports economic development. The plan will help Town leaders take educated steps to boost business in town, for example increasing the capture of tourists traveling through our town. The plan will also educate Town leaders on steps for attracting new businesses.

With the guidance of an economic development plan, Burlington's leaders will be able to wisely plan steps to keep the town sustainable, resilient, and vital for the next 10 years.

4. JUSTIFY THE NEED FOR THE PLAN. Describe in sufficient detail the need for the plan and why BRC funds are necessary. Include any other funding options which have been pursued for this plan. Evidence of need is demonstrated through a well-developed justification for public financing. The discussion should also address why other financing options could not be obtained or are not feasible and repercussions if funding is denied.

The Town of Burlington needs an Economic Development Plan to help guide and direct the growth and development of our rapidly growing community. Burlington is a thriving and desirable town. For the Town to continue to succeed, Town leaders need to better understand the community's constraints and their underlying causes. From there, Town leadership must take educated and purposeful steps to promote growth. An Economic Development Plan will address these obstacles.

The progress and sustainability of the Town of Burlington have a significant impact on many surrounding communities. The stability of Burlington is vital for the school's success, which educates not only children from Burlington but also many from surrounding areas, including the communities of Otto and Emblem. Many people choose to live in Burlington due to its safe, quiet, and caring atmosphere. Many individuals who grew up in Burlington return to raise their own families here, drawn by the excellent quality of the schools and the overall value of raising children in such a community. A significant number of these residents commute to jobs in other areas. Without a desirable community to accommodate these workers, the area risks losing them. Sustaining and improving the Town of Burlington will have a positive effect on the whole Big Horn Basin. It is a community worth investing in.

Town leaders and community members are committed to maintaining and improving Burlington. The Town needs financial backing from the Wyoming Business Council to develop an Economic Development Plan to continue to grow and sustain our community.

5. TIMELINE. Describe a realistic timeline for the planning process.

Requests for Proposals were advertised in December 2024. Proposals were received and reviewed in January 2025. The town council has selected their preferred consultant and will engage in specific discussions with them in the coming months. The Town will also compile all the information it can during the Spring of 2025 so work can progress rapidly later in the process. If the BRC Planning grant is awarded in June 2025, the Town will be ready to contract with a consultant by July 1, 2025. It is expected creating the plan will take between six and nine months. It is hoped the Economic Development Plan will be finalized by December 31, 2025, but that date may be optimistic.

6. PLANNING NEEDS IDENTIFIED. How were these planning needs identified and have efforts been made to address the issue?

The need for an Economic Development Plan was identified after the town completed the Wyoming Business Council's A2A program in June of 2024. At that workshop, Burlington's A2A team spent time considering the current state of the community, identifying Burlington's strengths and weaknesses, and building a problem outline. Identified challenges included housing constraints, infrastructure deficiencies, economic vitality, particularly in tourist attractions, and the quality of life for residents of all ages. Since the workshop, Burlington's A2A team has continued to take steps to better understand and improve our community's unique challenges. After the workshop, the A2A team undertook a project focused on Burlington's housing situation, which spanned three months. During this time, the team identified and reached out to 11 landowners in and around Burlington to gather information about their plans for their land. The team also contacted two potential housing development investors to learn about their intentions for housing projects in the area.

From this data, the A2A team discovered that the private sector is interested in developing housing within Burlington, with some projects already underway. However, the team noted that this new development would require additional infrastructure, such as sewer systems, water supply, and roads.

The A2A team, along with Burlington's leadership, also realizes there is a large deficit in tourist capture in Burlington. At the workshop, the A2A team identified some limiting factors, such as a lack of services; however, more information is needed to fully understand this situation. This is an area where direction and guidance from an economic development plan will greatly benefit Burlington.

7. COMMUNITY CAPACITY. What is the community's capacity to implement the Plan once completed? Does the community have the resources to implement projects identified within the Plan?

The Town of Burlington can implement the economic development plan due to its leadership, experience, and resources. The Town of Burlington has an effective leadership body made up of the mayor and town council. This leadership body has led the town through major projects including two current projects: a new drinking water storage tank and upgrades of the town's wastewater lagoon system. Both projects were funded by ARPA grants, have met all timeline obligations, and are on track to be completed well before the completion deadlines. In addition, the Town has successfully managed and completed two additional grant projects over the past two years as well as a major project to connect the town's drinking water system to Big Horn Regional Water. The Town of Burlington's leadership has also shown its ability to collaborate and complete projects while thinking ahead through its work with the Wyoming Business Council's A2A program. Through the program and collaboration with Burlington's A2A team, town leaders are better equipped to understand community needs and where changes should occur. The Town of Burlington also has the resources to implement the Economic Development Plan. Town leadership has planned and been thoughtful about building up cash reserves to invest in improving the community. The leadership body understands the value of spending cash reserves on an economic development plan because it sees the value this plan can bring to the community now and in the future.

8. PARTNERSHIPS. List any additional project partners.

The Town of Burlington expects to partner with J-U-B Engineerings, Inc. to complete the Economic Development Plan pending approval is this grant.

9. BUSINESS/INDUSTRY AFFECTED. Is there a specific business, industry or sector of the economy that could be affected by this potential project? Please explain.

An Economic Development Plan will impact all businesses in Burlington as well as help guide our steps for more business recruitment in the future. An Economic Development Plan will help us identify the needs of our local businesses and enable us to serve them better in the future. The guidelines outlined in the plan will also guide our efforts to increase tourism income for our local businesses. We hope that the steps we take to enhance the infrastructure and livability of Burlington will attract more businesses to our town, particularly essential services.

10. COST ESTIMATES. How were the cost estimates for the proposed Plan developed? When were the cost estimates developed?

The Town solicited Requests for Proposals from entities who could be contracted to develop the plan. These were needed in order to find out what a plan would cost. The lowest-priced proposal, received in January 2025, came in at \$90,000. Other plans came in with higher cost estimates.

11. PREVIOUS PLANNING EFFORTS. Describe any previous planning efforts that could provide a base for information upon which this planning process would build.

The Town of Burlington had previously completed a Community Development Plan in 2004. This plan helped guide Burlington's development for nearly 20 years, however it has become outdated. The Town organized a group of individuals to attend Wyoming Business Council's A2A workshop in June of 2024. This group included the mayor of Burlington, an employee of the Town, and a business owner in the community. During the workshop, this team developed a Problem or Fishbone Outline which identified several areas of need in Burlington. After the workshop, the A2A team gathered data on housing constraints in Burlington and talked with several landowners and potential developers. This gathered data provided helpful information that can help direct housing growth in the town.

12. PAST BRC PROJECTS. Please list all the grant/loan projects through the Wyoming Business Council BRC Program and where they are in their lifecycle.

The Town of Burlington has not previously sought grants or loans from the Wyoming Business Council BRC program.

13. EXISTING REVENUE RECAPTURE. Attach an accounting of existing revenue recapture funds in the community (whether with the city, town, county or JPB), how those are being used, and why or why not those are being applied to this project.

Not Applicable

14. PROJECT OUTCOMES. Explain how the outcome(s) for this project clearly demonstrate economic growth.

The intended outcome of this project is to develop, with help from a qualified consultant, a comprehensive Economic Development Plan for the Town of Burlington. This plan will give concrete ideas and steps that will promote economic growth in Burlington's housing industry and across all businesses in town. We expect that through this plan the town will be better prepared to support potential housing subdivision developments in town. We also expect to not only support the current businesses but also prepare for more business development by having the infrastructure in place to be ready when those opportunities come. We expect to have a clear path forward in capturing more revenue from tourists passing through Burlington. This plan will guide town leadership as they move forward to create a resilient and sustainable community.

SECTION III: SITE INFORMATION

1. SITE. Does the planning process pertain to a specific piece of property?

Yes ☐ No ☒

If yes, what is the location/address of the property?

2. OWNERSHIP. Is the property site publicly owned?

Yes ☐ No ☐

If "no," identify current property owners with contact information.

3. CURRENT USE. How is the site currently used?

4. FUTURE USE. What is the proposed future land use of the site? Is it based on a community development plan? Reference the plan and describe how this project is consistent with that land use plan.

5. ZONING. Is the site zoned?

Yes ☐ No ☐

If "yes," then what is the current zoning designation and is the proposed use consistent with that designation?

6. ENVIRONMENTAL CONCERNS. Are there any known environmental concerns at the site such as asbestos or other contaminants, wetlands, floodplains, or sage grouse area?

Yes ☐ No ☐
If yes, explain:

7. INFRASTRUCTURE. What infrastructure is necessary to serve the proposed site (i.e., water, sewer, electricity, natural gas, transportation facilities, and telecommunications) and what are the current coverage, quality, and capacity of the existing infrastructure? If there are deficiencies within any of the infrastructure systems, explain how the deficiencies will be improved.

SECTION V: BUDGET INFORMATION

PROJECT BUDGET - The project budget pages need to show how all eligible costs will be covered by both cash and in-kind contributions. Construction costs represented here must be supported by estimates from a qualified engineer or architect.

1. Total BRC Request			\$67,500.00	1
2. Local Match				
a. Cash Match. List cash match funding source(s) and amount. Identify whether the amount has been provided or is being requested. Provide the status and the date funds were approved or the date that funds are expected to be approved.				
Source	Status (approved or pending)	Date of Approval	Cash Amount	
Reserves Held in the Town's General Fund	Approved	12/10/24	\$22,500.00	
			\$	
			\$	
Total Cash Match			\$22,500.00	2
b. In-kind Match. List in-kind contribution types, descriptions, sources and values. These amounts should also be reflected in Part A: Project Costs. Attach Statements of Intent.				
Description	Source	Value		
Ex: Community Assessment	Employee(s)	40 hrs @ \$15/hr = \$600		
		\$		
		\$		
Total In-Kind Match			\$0.00	3
c. Applicant Match. Applicants must contribute 5% of the total match.			\$	4
3. Total Eligible Project Costs (Sum of lines 1 + 2 + 3 + 4 to the right)			\$90,000.00	5
4. WBC Percentage (1 divided by 5)				
The WBC portion of request cannot be more than 75% of total eligible project costs. (Local match must be at least 25%)			75%	%

SECTION VI: STRATEGIC VALUE PROPOSITION

1. STATE STRATEGY. Describe how your project aligns with the WBC Strategic Plan ([link](#)) by answering the following questions:

a. How does this project help the WBC achieve its goals?

This project will help the Wyoming Business Council reach its goals of sustainability and economic development in Wyoming. By supporting this project Wyoming Business Council will be investing in a proud and growing community. Wyoming Business Council will be improving the quality of life for Wyomingites now and for generations to come. Support of this project will help Burlington capture revenue from tourists and support efforts to beautify Burlington. This project will empower Burlington to improve our unique economy and enable desired community development while increasing the local tax base and providing economic opportunities for existing and future residents. This grant will help Burlington access the services needed to grow our local community and economy. By supporting this project, the Wyoming Business Council will be adding value and long-term sustainability to Burlington.

b. How does this project impact the prosperity or economic well-being of the State of Wyoming?

This project will support the prosperity of Wyoming by investing in and bringing beneficial changes to a growing Wyoming community. These beneficial changes will include economic growth, housing development, and infrastructure improvements. This project will help Burlington understand the constraints that are limiting its economic growth. Through the knowledge gained from an Economic Development Plan Burlington will be better able to serve our unique economy, encourage growth, and expand business opportunities in our Town. This project will support long-term prosperity in Wyoming by creating a resilient and self-reliant community. Many Burlington residents commute to nearby communities for work. The skills and expertise of these workers, particularly in primary jobs, can enhance the economy of the entire Big Horn Basin. Investing in Burlington will enable economic growth which will benefit the Town, the surrounding communities, and the State as a whole.