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PR-0018806

Progress Report ID	PR-0018806	Senior Specialist	Noelle Reed2
Project	GS-0009042	Program Manager	Noelle Reed2
Approval Status	Approved	Regional Director	Kristin Fong
Project Link	Burlington Economic Development Plan	Report Period Start Date	7/1/2025
Record Type	Quarterly Open	Report Period End Date	9/30/2025
		Due Date	10/15/2025
		Submission Date	11/24/2025

Project Narrative

- Question 1** Describe the progress of the project since the last Quarterly Report. Include in the narrative any issues or problems affecting progress of project, how those have been addressed and any anticipated/actual changes to the project development schedule:
- Answer 1** The grant contract with the Wyoming Business Council was finalized in early August. JUB Engineers, Inc. has been selected as the town's partner to develop Burlington's Economic Development Plan. A contract with JUB is currently being drafted, with anticipated final approval by the Mayor and Town Council in October.
- An Economic Development Committee has been established, comprised of Burlington community members with diverse interests and perspectives. This committee will play a vital role in creating Burlington's Economic Development Plan and will collaborate with town leadership and JUB throughout the planning process.
- No issues or problems arose that affected progress during this quarter.
- Question 2** Describe the key milestones for the next quarter and anticipated dates of accomplishment. If necessary, attach an updated Milestones form:
- Answer 2** Anticipated Key Milestones for the Next Quarter:
- Contract Finalization: The contract with JUB Engineers, Inc. is scheduled for final review and approval during the regular town council meeting on October 14, 2025.
- Economic Development Committee Kickoff: The newly formed Economic Development Committee will hold its first in-person meeting with JUB on November 4, 2025. The purpose of this meeting is for JUB to gather critical information regarding Burlington's strengths and weaknesses in areas such as Land Use, Downtown revitalization, Infrastructure, and Housing, as well as to discuss Barriers to Growth.
- Data Collection and Support: Throughout the quarter, town personnel will actively collaborate with JUB to facilitate data gathering. Town staff will be responsible for providing necessary data, including, but not limited to, existing GIS and zoning information.

Economic Development Impact

Question 3 Please describe the impact the project is having on all local economic and community development efforts:

Answer 3 The project is currently in its initial phase, so its economic impact has been minimal to this point. However, public interest has been generated through advertisements, including a write-up in a local newspaper announcing the grant award. This increased interest has led to many discussions between town personnel and community members about the future and sustainability of Burlington. Community members are interested and invested in the town's progress. Many discussions have centered around improving Burlington's main street. The local economy is expected to see a more significant impact as the project progresses.

Question 4 Describe the key milestones in terms of economic development for the next three months and anticipated dates of accomplishment:

Answer 4 Economic Development milestones expected in the next quarter are centered around data collection. Anticipated economic development data collection includes:

Infrastructure Improvements: Collecting data to determine how Burlington's current infrastructure is either facilitating or hindering economic growth.

Marketing Development for Main Street: Collecting data to inform strategies for improving and enhancing Burlington's unique Main Street area.

This data will be collected primarily through the Economic Development Committee during this next quarter. This committee is scheduled to meet on November 4, 2025.

'Business Committed Projects' Only

Question 5 Please describe the impact the project is having on the committed business. You may attach a separate statement from the business(es). Discuss the number of jobs created/retained and how this compares to the Contingency Agreement between the applicant and the business:

Answer 5

Question 6 Any other comments, questions or concerns:

Answer 7

Created By Rylan OBryan, 7/1/2025 9:09 AM

Last Modified By Noelle Reed2, 1/5/2026 3:34 PM

Approval History

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Comments	

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Comments	

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Status	Approved
Assigned To	Kristin Fong
Actual Approver	Kristin Fong
Comments	KF attended public engagement session and reminded attendees of A2A participation and fishbone. Great progress made, great connections made, will continue to connect with Burlington project management and JUB.

11/24/2025 10:34 AM

Status	Submitted
Assigned To	Chelsey Aagard
Actual Approver	Chelsey Aagard
Comments	

Progress Report History**1/5/2026 3:34 PM**

User	Noelle Reed2
Action	Changed Approval Status from Pending to Approved .

11/24/2025 10:34 AM

User	Chelsey Aagard
Action	Changed Submission Date to 11/24/2025 . Changed Approval Status from Draft to Pending . Record locked.

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User	Rylan OBryan
Action	Changed Progress Report ID to PR-0018806 . Created.