



Business Ready Community Grant & Loan Program

Grant and Loan Application

Please select an application type:

- ☐ Business Committed Application
- ☐ Managed Data Center Application
- ☐ Community Readiness Application
- ☒ Community Projects Application

SECTION I: COVER SHEET

1. PROJECT TITLE: Bar Nunn Community Center Town Hall																				
2. APPLICANT INFORMATION																				
Applicant (City, Town, County, Town of Bar Nunn JPB, Tribe): Responsible Elected Official: Mayor Patrick Ford Mailing Address: 4820 Wardwell Industrial Ave Bar Nunn, WY 82601																				
PROJECT REPORTING CONTACT																				
Local Contact: Lori Neibauer Position: Clerk Treasurer Mailing Address: 4820 Wardwell Industrial Ave Bar Nunn, WY. 82601 Phone: 307-237-7269 Email: lori@townofbarnunn.com																				
3. PROJECT ADMINISTRATION CONTACT																				
Organization Name: Town of Bar Nunn Contact Person: Lori Neibauer Mailing Address: 4820 Wardwell Industrial Ave. Bar Nunn, WY. 82601 Phone: 307-237-7269 Email: lori@townofbarnunn.com																				
4. TYPE OF PROJECT <i>Briefly describe applicable project type.</i>																				
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5. PROJECT COSTS Indicate minimum necessary total public project infrastructure costs.																				
a. Amount of loan requested:	\$ 0.00																			
b. Amount of grant requested:	\$ 500,000.00																			
c. Total match:	\$ 500,000.00																			
TOTAL Project Cost (a+b+c):																				
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 Signature & Date: Print or Type Name and Title:																				

SECTION II:**PROJECT INFORMATION**

1. PROJECT DESCRIPTION. Provide a description of the proposed project including the potential impact on the community, duration of the project, potential jobs to be created or retained and the desired results. *(If more space is needed, please enter the name of file uploaded instead)*

The Town of Bar Nunn is pursuing a new \$5.8M Community Center & Town Hall facility. It is anticipated that construction will take place from fall of 2022 to spring of 2023. The new facility will provide adequate space for community events as well as current and future municipal staff with the possibility of future expansion built into the new structure.

The recreation portion of the building will include a large gymnasium space with a high school basketball size court, walking track and viewing area, a weight and cardio room, restroom facilities and a flex space with a warming kitchen for community use.

There are no indoor recreation spaces in the Town. This facility allows residents to have an exercise and gathering space close to home that would be affordable and accessible to all residents. The municipal government portion of the building will be funded by the Town's general fund and other grants we are pursuing.

The Town Council and design team have developed a cost-conscious facility with a simple design that fits the character of the Town and provides a crucial piece of infrastructure for the residents who live therein. Recent initiatives of the Town have included dramatic expansion of their pathway network, upgrades to park facilities and additional recreation facilities in the form of new park equipment and a splash pad.

This facility will allow our residents to have safe, secure recreational opportunities when weather makes outdoor facilities impractical. It also creates a community gathering space with large indoor and outdoor spaces for events of all kinds.

We don't anticipate any new job growth at this time as the new Town Hall will be located in the same facility and staffing will be provided by the current Town Hall Staff.

2. ECONOMIC AND/OR COMMUNITY BENEFITS. Describe the public benefits of the proposed project including the importance of the project to the community and how it promotes economic development. *(If more space is needed, please enter the name of file uploaded instead)*

There are no existing indoor recreational or exercise facilities in the Town. This facility will offer options to community members to utilize year-round without having to drive 12-20 minutes to the nearest facility. One of the larger complaints from community members is a lack of recreational and exercise facilities within the Town.

We are working with outside groups to offer youth engagement programs and after-school programs to give our youth a supervised option within the Town and close to their homes. The Town is a close-knit community. Our celebrations throughout the year draw large crowds, often overwhelming existing facilities and/or businesses. This Community Center & Town Hall will provide a centrally located facility with plenty of indoor and outdoor space to accommodate the large gatherings we often see elsewhere.

We envision the project spawning economic growth by keeping people in the community. Currently, our community is traveling to surrounding communities to enjoy community health and youth activities. We are in the process of approving a new subdivision which will add new residential homes. A new community recreation center will entice our new residents to stay and help build our economic development ecosystem.

3. PROJECT GOALS, OBJECTIVES AND METRICS. Describe the goals of the project and identify metrics or measures to be used to determine at the conclusion of the project if goals were achieved and if the project is a success. The performance measures should focus on solid, measurable actions related to the project. Examples of metrics may be the amount of money leveraged (from other public or private sources), number of primary jobs created, number of business-ready lots created, etc.

The Town of Bar Nunn plans to promote community involvement with the new center with youth activities, community events, surrounding community rentals of both the gym and the community room, as well as the possibility of new jobs. The goal of the project is to build a centralized recreational facility in the Town of Bar Nunn. The Town of Bar Nunn has diligently saved for this project over the years with the goal of funding a facility that will serve as a central gathering point for the residents of Bar Nunn for decades to come. The metrics and measures to be used to determine at the conclusion of the project are as follows:

- Two youth programs in first year to grow to five programs by 2028;
- Four to five community events each year which are currently held at the Fire Hall;
- We expect to see ten or more rentals of the facility each year by outside sports clubs and entrepreneurs;
- Raise \$100,000 through sponsorships of events and programs;
- Anticipate 2 additional part time jobs will be created by year 2028.

4. PARTNERSHIPS. What partnerships have been developed to ensure this project's success? What is the level of these partners' support (funding, services, letters of support, etc)?

The following list of partnerships and their level of support is as follows:

- Tom Brauer with Fundraising for sponsorships;
- Pursuing a Partnership for a fiscal sponsorship with Wyoming Community Foundation;
- Pursuing partnerships with YMCA, Boys & Girls Club to help with youth activities.

5. COMMUNITY SUPPORT. What is the level of community involvement and support? Please upload documentation (letters to the editor; opinion pieces; interviews; letters of support; etc).

See attached Exhibit A,B, and C.

There has been some level of positive community support via social media posts inquiring about a community recreation center and the value it would bring to the community. We have also received responses from public input sessions and surveys.

6. FILL A VOID. Does this project have the potential to fill a void in the community and/or support other businesses in the area? Explain and provide documentation.

As previously stated in Section II.1. above, the recreation portion of the building will include a large gymnasium space with a high school basketball-size court, walking track and viewing area, a weight and cardio room, restroom facilities and a flex space with a warming kitchen for community use.

There are no indoor recreation spaces in the Town. This facility will allow for residents to have an exercise and gathering space close to home that will be affordable and accessible to all residents. The municipal government portion of the building will be funded by the Town's general fund and other grants we are pursuing.

The Town Council and design team have developed a cost-conscious facility with a simple design that fits the character of the Town and provides a crucial piece of infrastructure for the residents who live therein. Recent initiatives of the Town have included dramatic expansion of their pathway network, upgrades to park facilities and additional recreation facilities in the form of new park equipment and a splash pad. This facility will only bolster these improvements to the Town.

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It will also give our residents safe and secure recreational opportunities when weather makes outdoor facilities impractical. It also creates a community gathering space with large indoor and outdoor spaces for events of all kinds. We anticipate 2 part time new jobs in the next 5 years as the Town Hall will be located in the same facility and staffing will be handled by the current Town Hall staff.

7. SERVICES. Does this project have the potential to offer support and/or services to other local, regional or state entities (workforce development, entrepreneurship, housing, etc)? Explain and provide documentation.

There is a shortage of facilities in the Casper area with a demand for gyms and community rooms. By providing a large gymnasium space with a high school basketball size court, walking track and viewing area, community room and restroom facilities, we have the potential to support numerous events by any number of residents and entities who choose to utilize our facility and pay a rental cost.

We anticipate other organizations utilizing the community room to hold local or surrounding 4-H club meetings, indoor craft fairs, and indoor farmer's markets during our winter months. The gymnasium can serve as another facility that surrounding communities will be able to utilize for basketball, volleyball and additional sports tournaments to fulfill a need for added gym space.

New entrepreneurs will be able to utilize this space as well for presentations and events to promote their products and services.

8. ECOSYSTEM. Does this project have the potential to encourage and/or improve an economic development ecosystem? (How does this project fit within your industry and support it?) Explain and provide documentation.

Yes. It has the potential to improve an economic development ecosystem by providing the local community with a recreational opportunity to spend time within the Town and not be drawn out of town to the City of Casper and surrounding communities. We believe this has the potential to keep money circulating in the Town of Bar Nunn for the benefit of local businesses in the community.

Bar Nunn currently has a large industrial park and several small businesses throughout the town. A new Community Center will attract businesses looking to locate in our community expecting to see amenities.

9. FUNDING DENIAL AND FUNDING SOUGHT.

- a. Describe in sufficient detail the need for the project and why BRC funds are necessary.

The Town of Bar Nunn does not currently have any like facility as stated in question 1. BRC funds are necessary due to the increase in inflation. Without BRC funds we would have an empty facility without the necessary amenities (i.e. countertops and cooking space, gym flooring, scoreboards, bleachers, retractable basketball hoops, lighting, etc.). The grant will ensure the community facility portion of the building can be completed in a timely manner.

- b. What are the repercussions if funding is denied? Is there any cascade effect? (If you don't get this done, then this will/won't happen, all in total will affect the community in this way). What are the other implications past this one specific project that could adversely affect the community? What are longer-term consequences of not funding this project?

The community facility portion of the building will only be partially completed until additional funding can be raised, and if the cost of materials continues to rise, raising the necessary funds would be very difficult. With the gymnasium being incomplete, the Town won't be able to rent the facility for athletic activities or hold events there. People will still be required to travel to Casper to work out or participate in indoor rec. activities. The grant will ensure the community facility portion of the building can be completed in a timely manner.

- c. What other Federal, State, or Private sources that are appropriate for this project have been pursued (successful, unsuccessful, and/or pending)? What happened with those potential opportunities? Describe below and complete the Additional Funding Table.

We are currently pursuing a State Land Investment Grant in the amount of \$500,000.00 along with a State Land Investment Loan in the amount of \$500,000.00.

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ADDITIONAL FUNDING TABLE

Funding Description	Amount	Awarded	Pending	Anticipated Decision Date	Further Explanation
SLIB Grand	\$500,000.00		X	June 1, 2022	
SLIB Loan	\$500,000.00		X	June 1, 2022	

10. OWNERSHIP. Will the local government own the improvements funded by this program?

Yes ☒ ☐

If "no," who will own the improvements? If the applicant is a joint powers board, attach a Certificate of Organization and an executed Joint Powers Agreement to the application. Certificate of Incorporation is required if a Community or State Development Organization will carry out the project.

11. TIMELINE. Describe a realistic project timeline once the grant agreement is fully executed (approximately 6-8 weeks from SLIB award). If the project is to be phased, provide a separate timeline for future phases. **DO NOT EXPEND FUNDS BEFORE CONTRACT HAS BEEN FINALIZED.**

We expect the total construction of the building to take 274 days once they break ground. At this point, we are anticipating fall of 2022 to start construction of the building. We anticipate mid-winter (Jan. Feb.) to start with indoor items which will be funded by WBS and finish the project in spring of 2023.

a. Is this project ready to commence once the grant agreement is fully executed? (Any other authorizations, permits, funding, or activities necessary prior to the commencement of the project?)

The project will be able to commence once the grant agreement is fully executed. We will utilize WBC's funding for the gymnasium, bleachers, retractable basketball hoops, and lighting which will commence January to mid-February of 2023 after the building has been built.

b. Are there any timing considerations regarding this project (*outside factors, seasonal preferences, etc*)?

The primary consideration would be the timeframe of the construction of the building shell, which could be delayed by weather or shortages of materials.

Expected Property Transfer, if applicable: N/A

Expected Construction closeout, if applicable: N/A

12. READINESS. Will this project improve the community's readiness for future business development?

Yes ☒ No ☐

Explain:

13. COMMUNITY PROJECTS:

a. How will this project improve the community's ability to attract and retain businesses and/or workforce?

A new community recreation center provides community involvement and attracts other communities to the area due to shortages of gym and recreation spaces in the surrounding communities. The Town of Bar Nunn is in the process of approving a new subdivision to the west of Bar Nunn Elementary School for one hundred and seventy new homes with the interest of additional new developments in the near future. As our community grows in residential areas, the need for new small businesses also grows.

According to World Population Review, Bar Nunn is currently growing at a rate of 2.4% annually and its population has increased by 37.96% since the most recent census, which recorded a population of 2,197 in 2010.

The median age in Bar Nunn is 29.4 years, 29.3 years for males, and 29.5 years for females (See attachment D)

We are a community that attracts young families and the workforce that many Natrona County businesses seek. Given the planned new subdivisions, we anticipate this age group will continue to increase. A community center providing a variety of diverse, family friendly activities is a desirable amenity for this age group. It will help foster community attachment and serve as a catalyst for community resiliency by championing health and well-being and creating personal connections.

b. Provide a priority listing of proposed community projects and sites related to economic development along with preliminary cost estimates.

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- Growth Management
- Provision of Quality Municipal Services
- Law Enforcement and Emergency Services
- Code Enforcement/Community Appearance
- Improved Retail Services

14. DOWNTOWN DISTRICT. Is the project located in a downtown district? (If no, skip to Question 15)

YES ☐ NO ☒

c. Is the community a Wyoming Main Street Community? If yes, please provide reinvestment statistics regarding the district.

No, It is not a Main Street community.

d. Does the community have any downtown specific organizations and how are they involved in this project?

N/A

Discuss the community's downtown development strategy. Does the community have a downtown master plan or is the downtown part of another plan? Attach the community's comprehensive downtown strategy and/or planning documents.

d. If the community has a downtown plan, what projects have already been implemented and how is it impacting the downtown (jobs, business retention/growth, etc)?

N/A

15. HISTORICAL or CULTURAL SIGNIFICANCE (if applicable). Provide a background on the historic or cultural significance of the project. Describe the extent to which the project will preserve or enhance the historic or cultural significance of the asset and/or community.

14. PROCUREMENT/PREFERENCE/WYOMING SITES

a. Attach a Statement that the Applicant will follow State Procurement Standards Inclusive of W.S. § 15-1-112 and W.S. § 16-6-101, et seq.

b. Attach acknowledgement that the Wyoming Preference Act (Wyoming State Statute § 16-6-

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201 through 16-6-206) will be adhered to throughout the project. For additional information please contact the Wyoming Workforce Services Labor Standards Office at: 307-777-7261. To view the actual statute, please go to the following link:
<https://wyoleg.gov/StateStatutes/StatutesConstitution?tab=0>

- c. ☐ Attach a Statement that the Applicant will list the site/structure on www.wyomingsites.com
See the file: procurement.docx for template.

This document must be signed by an Eligible Elected Official

7-REVENUE RECAPTURE PLAN, if applicable. Final draft or executed copy only. See Section X. Will the project funded by BRC funds generate revenue?

Yes ☐ No ☒

If "yes," attach a specific plan that anticipates revenue streams and prioritize economic development initiatives to be paid for with the revenue. Revenue generated by the applicant or a private developer through BRC publicly funded infrastructure projects must be recaptured in full by the applicant. This plan must be signed and dated by Eligible Elected Official.

18. WORKFORCE TRAINING SCHEDULE, if applicable. Attach a workforce recruitment and/or training program. Include a program outline if the project involves educational development infrastructure for workforce or entrepreneurial training. N/A

19. OPERATIONS AND MAINTENANCE, if applicable. Final draft or executed copy only. Attach a detailed Operations and Maintenance Plan (for Business Committed projects, the Business Plan may contain the O&M Plan). The plan should define the roles of the Applicant Community, CDO, developer, committed business, etc. in the maintenance of project infrastructure or facilities. The plan should include projected expenses and project income sources for the life of the asset.

N/A

20. LEASE AGREEMENT, if applicable. Final draft or executed copy only. A signed lease agreement will be required if the applicant or CDO is leasing property as a part of this project. N/A

21. CONTINGENCY/DEVELOPMENT AGREEMENT, if applicable. Final draft or executed copy only. The Contingency and Development Agreement between the applicant, the business, and

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a Community Development Organization (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 project
- Public benefit to be derived by the project
- Return or consideration by the private business in exchange for the public project
- Specified source of match funding by account name or other identifying characteristics
- Job creation, wages, and payroll
- What will happen in the case of project cost overruns
- Commitment of a business to a community
- Private investment
- Public procurement
- Performance measures and reporting
- Timelines
- Marketing of available properties, particularly on wyomingsites.com
- Responsibilities of each party
- Operations and Maintenance, if not included in another document
- Default remedies

Data Center Projects Only:

- How invoices will be reimbursed
- An understanding of the required match and job creation requirements
- How the funds will be reimbursed to the WBC if the business relocates from the political subdivision or ceases operations prior to the expiration of five (5) years from first receiving the grant funds as well as a reasonable rate of return
- Offer by the business and an acceptance or declination by the applicant to provide a stated amount of information technology storage services to the applicant at a price discounted from the fair market value of the services

****Please consult with Regional Director for project specific required documents.****

SOCIAL SERVICES, (CHILD CARE, SENIOR CARE). If the project will expand social services, explain whether demand for those services is outpacing the existing supply of services. Attach any relevant documentation. What is the net effect on the local economy? Attach any relevant documentation.

22. MANAGED DATA CENTER COST REDUCTION PROJECTS: Attach projected utility costs.

Click Arrow to Select Status

23. PROJECTS INVOLVING A PRIVATE DEVELOPER: Applicant must provide information about why it is necessary for public assistance in the private project and the consideration exchanged for the public assistance. Projects involving a private developer shall demonstrate that adequate consideration exists by meeting at least two of the following four criteria:

- ☐ Repayment of BRC funds as described in Section 8 of BRC Rules;
- ☐ Direct, permanent jobs created as a result of the project;
- ☐ Projected tax benefits;
- ☐ Donation of real estate that is not otherwise necessary for the project to the applicant or an agent of the applicant.

24. PROJECTS INVOLVING A COMMUNITY DEVELOPMENT ORGANIZATION OR ECONOMIC DEVELOPMENT ORGANIZATION: Applicant must provide a Certification of Incorporation.

SECTION III: PUBLIC HEARING PROCESS

An applicant is required to inform and educate the public and business community to the greatest extent possible about the proposed economic development project utilizing a variety of techniques and media. 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.

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 at 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 boundaries of the applicant, the applicant shall hold additional public hearings near the location of the proposed project facility.

An applicant must use its best efforts to notify all providers of similar services in the market area about the public hearing at least **seven (7) days** in advance of the public hearing.

An applicant must conduct specific outreach to any affected industry or industries and any competitors

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. Download the file: LEGAL-NOTICE-Sample-Form-rev-11.7.14.docx for a template.

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 with any oral testimony

Resolution:

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

- the nature of the project
- public benefit
- desired economic development outcomes
- specified source of match funding by account name or other identifying characteristics
- who will be responsible in the case of project cost overruns
- the details of the Revenue Recapture Plan, if applicable
- who will be responsible for Operations and Maintenance

SECTION IV: SITE INFORMATION

1. What is the location/address of the project?

***Professional Appraisal*:**

If the project involves purchase of property, then there must be a professional appraisal completed by a qualified appraiser. *A broker's price opinion or market analysis can be included at the time of application, but a Professional Appraisal must be completed as part of the project.*

2. **REHABILITATION.** Will the requested grant or loan fund the purchase, rehabilitation, or expansion of existing infrastructure or facilities?

Yes ☐ No ☒

If "yes," explain.

***Qualified Structural Analysis*:**

A qualified structural analysis is required for all projects involving the renovation/rehabilitation or financing of an existing structure or facility. A professional analysis must be completed by a qualified structural engineer/architect.

3. SITE DESCRIPTION. Describe the site including, but not limited to:

- total acres or square footage
- size of developable area and number of parcels for development
- any structures on the site, including useable square footage.
- Attach a detailed map, aerial photograph, and/or site plan showing the location of the project site and the facility proposed to be funded with BRC. If the project includes public infrastructure activities, the map should sufficiently detail those improvements and their location.

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

Currently the site is underutilized as a recycle bin location.

5. PROPOSED 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. Attach only relevant portions of the plan.

A community center is referenced in our most recent Town of Bar Nunn Comprehensive Plan. (See attachment E)

6. ZONING. Is the site zoned?

Yes ☒ No ☐

- a. If the site is zoned, attach a map and a description of the allowable uses under this zoning.
Click Arrow to Select Status

(See attachment F)

b. If the site is not zoned, explain why not and if/when it will be zoned.

c. Is the proposed use consistent with that designation?

d. Will a zone change be required for intended use? If yes, please explain the steps and timeframe.

e. **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. TRANSPORTATION. Consult WYDOT if the project will take place in a public right of way. For projects within the Wyoming Department of Transportation rights of way, contact the WYDOT District Engineer. Attach a Letter of Acknowledgement from WYDOT. (A Right-of- Way Agreement with WYDOT may be necessary if a grant or loan is awarded.)

8. 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.

There is current infrastructure at this site. Water, Sewer, and power have all been previously put in place.

9. SIMILAR SITES. Are there similar sites, facilities or enhancements within the community

that are un-utilized or under-utilized?

Yes ☐ No ☒

If "yes" please detail what makes this particular site/enhancement unique or necessary.

9. **COMPETITION.** Will this project compete with private entities/developers? Explain.

Bar Nunn does not currently have any fitness centers, gymnasiums, or community centers.

10. **MARKETING VACANCIES.** How does your community market and/or publicize its list of current commercial and industrial vacancies to prospective businesses?graphs suitable for project presentation.

SECTION V: COMMUNITY INFORMATION

Attach portions of plans, studies, assessments, and/or reports that are relevant to the project. Reference the attachment in your answer. (DO NOT INCLUDE LARGE REPORTS IN THEIR ENTIRETY).

Examples of applicable plans:

- A current Comprehensive Economic Development Strategy (CEDS) covering the area.
- A recent labor for availability study addressing such things as unemployment; underemployment, wage distributions, commuting patterns, skill availability and educational levels.
- A targeted marketing and recruitment strategy and who will be responsible for marketing.
- A housing availability study.
- A prioritized list of infrastructure projects, sites related to economic development along with preliminary cost estimates for land acquisition, engineering and construction.
- Any plans related to labor skills, materials availability, feedstock materials, etc.;
- Other appropriate studies relating to education, workforce, entrepreneurial development.

1. COMMUNITY AND ECONOMIC DEVELOPMENT GOALS. Is this project a substantial component or prioritized in a recent community plan? How does this project align with fulfilling local and regional community and economic development goals?

The Town of Bar Nunn has identified a Community Center as an Economic Development Goal for the town in the 2008 Development Plan as well as the 2018 Comprehensive Plan Update (See attachment E)

2. CURRENT BRC PROJECTS. Please list all the grant/loan projects through the Wyoming Business Council BRC Program and where they are in their lifecycle. N/A

3. 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. N/A

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 aligns with the WBC's intent to activate new economic sectors by investing in amenities that encourage recreation and create community connectedness amongst its residents. It will help the Town to attract a young, creative, and vibrant workforce as well as businesses seeking these workers.

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

SECTION VII: COMMITTED BUSINESS INFORMATION

(For Business Committed, Managed Data Center Cost Reduction ONLY)

BUSINESS READY COMMUNITY GRANT AND LOAN PROGRAM

Business contact
information: Business
Name: Contact
Person: Mailing
Address: Phone:
Fax:
Email:
NAICS:

1. **ANCILLARY & PRIMARY PRODUCTS/SERVICES.** Describe what your primary product and/or service is, and any ancillary products/services if you have them.
2. **TARGETED INDUSTRIES.** Explain how this business fits within your community's targeted industries, as well as the State's industries?
3. **HOUSING AVAILABILITY.** How does the availability of housing compare to the demand for housing should this project be successful? If necessary, reference any applicable local housing statistics.
4. **LOCAL WORKFORCE AVAILABILITY.** How does the availability of local workforce compare to the demand needed? Are there established partnerships with local community college(s), Department of Workforce Services, etc?

5. Complete the following job retention and creation table.

- Jobs must be expressed in Full Time Equivalents (FTEs).
- Average cost of benefits per hour include medical and retirement benefits provided solely by the employer.
- Retained jobs are defined as jobs that would otherwise be lost to the state if the business were to cease operations or move from Wyoming.) If the business is simply expanding, existing jobs should not be included as “retained” jobs.
- Do not include the business owners in the calculations as owners are not typically salaried employees.
- Need to be at or above median wage.

Year One Job Creation Table					
Position Type	# of Jobs Retained	# of Jobs Created	Average Wage-per hour	Average Cost of Benefits	Annual Net Wages (all jobs*wages *2080 hrs)
Mgmt/Administrative			\$	\$	\$
Technical/Professional			\$	\$	\$
Office/Clerical			\$	\$	\$
Sales			\$	\$	\$
Skilled Crafts			\$	\$	\$
Other			\$	\$	\$
TOTAL Year One	0		\$	\$	\$

Year Two Job Creation Table					
Position Type	Original jobs retained & created Year 1	New jobs created Year 2	Average Wage-per hour	Average Cost of Benefits	Annual Net Wages (all jobs*wages *2080 hrs)
Mgmt/Administrative			\$	\$	\$
Technical/Professional			\$	\$	\$
Office/Clerical			\$	\$	\$
Sales			\$	\$	\$
Skilled Crafts			\$	\$	\$
Other			\$	\$	\$
TOTAL Year Two			\$	\$	\$

Year Three Job Creation Table					
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Position Type	Original jobs retained & created Year 2	New jobs created Year 3	Average Wage-per hour	Average Cost of Benefits	Annual Net Wages (all jobs*wages *2080 hrs)
Mgmt/Administrative			\$	\$	\$
Technical/Professional			\$	\$	\$
Office/Clerical			\$	\$	\$
Sales			\$	\$	\$
Skilled Crafts			\$	\$	\$
Other			\$	\$	\$
TOTAL Year Three			\$	\$	\$

Year Four Job Creation Table					
Position Type	Original jobs retained & created Year 3	New jobs created Year 4	Average Wage-per hour	Average Cost of Benefits	Annual Net Wages (all jobs*wages *2080 hrs)
Mgmt/Administrative			\$	\$	\$
Technical/Professional			\$	\$	\$
Office/Clerical			\$	\$	\$
Sales			\$	\$	\$
Skilled Crafts			\$	\$	\$
Other			\$	\$	\$
TOTAL Year Four			\$	\$	\$

Year Five Job Creation Table					
Position Type	Original jobs retained & created Year 4	New jobs created Year 5	Average Wage-per hour	Average Cost of Benefits	Annual Net Wages (all jobs*wages *2080 hrs)
Mgmt/Administrative			\$	\$	\$
Technical/Professional			\$	\$	\$
Office/Clerical			\$	\$	\$
Sales			\$	\$	\$
Skilled Crafts			\$	\$	\$
Other	1		\$	\$	\$
TOTAL Year Five	3		\$	\$	\$

6. **BENEFITS.** What employee benefits are associated with the jobs to be created and/or retained

because of this project?

7. WAGES. How do the wage levels of the jobs to be created compare with County median wages?

SECTION VIII: 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. A clear budget statement of the source of all funds needed to complete the project. (This includes total eligible project costs and other ineligible project costs.)

Part A: Eligible Project Costs

Eligible Project Costs	
1. Land, structures, rights-of-way, appraisals, etc.	\$
2. Architectural and engineering fees	\$
3. Other (surveys, tests, etc.)	\$
4. Project inspection fees	\$
5. Site work	\$
6. Demolition and removal	\$
7. Construction	
a. Electrical Systems (*)	\$
b. Mechanical, Plumbing, HVAC Systems (*)	\$
c. Landscaping (*)	\$
d. Foundation and/or Structural Framing System (*)	\$
e. Interior Finishes (*)	\$
f. Fire Protection (*)	\$63,356.00
g. Remediation (*)	\$
h. Other (*) – please specify	\$
8. Miscellaneous/Other (Please explain in detail on additional page(s))	\$509,494.00
9. Subtotal (sum of lines 1 through 8)	\$509,494.00
10. Contingencies	\$85,927.00
Total Eligible Project Costs	\$658,778.00
11. Total Eligible Project Costs <i>Use this amount for Part B, Number 1 and as the Total Eligible Project Costs as listed on the cover sheet.</i>	\$500,000.00

(*) = Required for projects involving the construction of a new or existing building

Part B: Funding Sources

1. Total Eligible Project Cost <i>This amount will be the same as Part A, Number 11 and will be reflected on the Cover Sheet as the Total Project Cost.</i>			\$500,000.00	1a
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.				
Cash Match Source	Status (approved or r pending)	Date of Approval	Cash Amount	
General Fund	approved		\$3,200,000.00	
			\$	
			\$	
Total Cash Match			\$3,200,000.00	2a
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		
	City Employee	40 hrs @ \$15/hr = \$600		
		\$		
Install Sprinkler systems	Town Employee	\$ 80 hrs @ 24.00 x 3 = 5760.00		
Landscaping tree planting	Town Employee	\$ 20 hrs @ 24.00 x 3 = 1440.00		
Total In-kind Match			\$ 7,200.00	2b
c. Applicant Match. Applicant must contribute 5% of the total match.			\$3,200,000.00	2c
d. Total Local Match (Sum 2a + 2b + 2c)			\$ 3,207,200.00	2d

3. Match Percentage (2d divided by 1) Category 1 Applicants: Business Committed/Community Readiness match of 10% of Total Project Cost. Half the match must be cash. Community Project match of 20%. Half of match must be cash. Planning match of 25%. Half of match must be cash. Category 2 Applicants: Business Committed/Community Readiness match of 5% of Total Project Cost. Half the match must be cash. Community Project match of 10%. Half of match must be cash. Planning match of 25%. Half of match must be cash. See: www.wyomingbusiness.org/matchcalculator	Over 100%
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4. Business Ready Community (BRC) Request (Subtract 1 – 2d) <i>This is the amount of money you need to complete the project.</i>	\$ 2,707,200.00
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Part C: Verification of Project Cost

A qualified engineer's or architect's verified cost estimate is required. Grants and loans will be made only to applicants who demonstrate that upon receipt of the grant and/or loan all project costs

will be funded.

If the project involves the purchase of property with requested grant funds, the applicant must provide a professional appraisal of the property. If property is being used as an in-kind match, the value may be determined by a market analysis prepared by a licensed realtor.

Part D: Ineligible Costs

Ineligible project costs include private infrastructure, fixtures, appliances, equipment or other features of a facility not physically attached.

1. Ineligible Project Costs (if applicable)	
Ineligible Items	Amount
All Town Hall portions of building and construction of the facility	\$ 5,224,639.00
	\$
TOTAL Ineligible project costs	\$ 5,224,639.00
2.. Local Contribution Toward <i>Ineligible</i> Project Costs (if applicable)	
Source of Funding	Amount
General Fund	\$ 3,200,000.00
SLIB Loan and Grant (totaling \$1M) other grants and fund raising being pursued	\$ 2,183,417.00
TOTAL Source of Funding for Ineligible Project Costs	\$5,383,417.00

Part E: Total Budget

Total Eligible Project Costs	\$500,000.00
Total Ineligible Project Costs	\$5,383,417.00
Total Budget	\$5,883,417.00

SECTION IX: BUDGET INFORMATION

(For Managed Data Center Cost Reduction Applications ONLY)

Part A: BUDGET

Attach a detailed budget of three-years of projected utility costs.

Part B: Funding Sources

A.) Grant Request for Managed Data Center Cost Reduction	\$
B.) Minimum Required Match (125% * A)	\$
Required Match	
i. Projected New Taxable Capital Investment (5 years)	\$
ii. Projected New Employee Wages (5 years) <i>Must be a minimum of 50% of the match</i>	\$
C. Total Match (total match must be greater than or equal to the figure representing the minimum required match in "B." listed above.)	\$

SECTION X: REVENUE RECAPTURE PLAN (if applicable)

The intent of the revenue recapture plan is to ensure a portion of BRC funding allocated to a project will continue to remain in the community fostering community and economic development activities. The following are some examples of eligible uses for recaptured funds: revolving loan fund, façade improvements, downtown development, beautification, marketing, matching funds for future grants and loans, public infrastructure improvements encouraging economic development, trainings and seminars, economic development studies and plans, and entrepreneurship initiatives.

Revenue generated by the applicant or a private developer through publicly funded infrastructure projects must be recaptured by the applicant at a rate negotiated between the applicant and other partners and commensurate with the public investment.

Revenue recaptured to the BRC fund must comply with the following requirements:

- If the total net revenue generated is less than the BRC grant amount, then no less than 25% of net revenue shall be recaptured to the BRC fund; or
- If the total net revenue generated is equal to or more than the BRC grant amount, then no less than 25% of the BRC award shall be recaptured to the BRC fund.
- Other components to Revenue Recapture:
- Revenue paid to the BRC fund shall not exceed the original grant amount of the project.
- Revenue recapture requirements may be satisfied by repayment of a BRC loan or via revenue recapture payments unless otherwise prohibited by applicable statutes, rules or regulations.
- All funds recaptured at the local level shall be placed in a segregated economic development account or separate line item within a budget.
- No more than fifty percent (50%) of local recapture may be used for operational expenses of the agent of the applicant such as a local economic, community, or state organization if matched dollar-for-dollar by local funds. The Council staff may, at its expense, conduct an audit of records of the agent for the applicant.
- Revenue recapture must be repaid to the BRC fund annually or according to a schedule agreeable to Council staff.

A plan must be designed to:

- Project and identify the revenue streams from the project;
- Account for the 25% WBC reimbursement;
- Prioritize economic development initiatives to be paid for with the revenue while allowing the community flexibility to respond to opportunities;
- Specifically discuss, in detail, how the recaptured fund will be utilized;
- Discuss how these recaptured funds will be managed;
- Timeline/Chart;
- Include an accounting of existing revenue recapture funds in the community, if applicable, (whether with the city, town, county or JPB), explain how those funds are being used, if they are used to fund this project, and if not, why;

- The Revenue Recapture Plan must be signed and dated by the Chief Elected Official.

SECTION XI: PERFORMANCE MEASURES

The performance measures focus on solid, measurable actions related to the project. Examples of indicators may be the amount of money leveraged (from other public or private sources), number of self-sufficient jobs created, number of business-ready lots created, etc.

Complete the chart below for each Measure that apply to this project.

Return on Investment and Additional Performance Measure “Quantity” should be in the following format:

- a number,
- percentage, or
- currency as noted on each measure.

Project Infrastructure “Quantity” should be in the following format:

- number of acres,
- building construction/renovation in “square-feet”,
- water and/or sewer line in “linear/lineal-feet”,
- and roads in “feet” and/or mile(s) as applicable.

EXAMPLE OF PERFORMANCE MEASURES:

City of ABC - Acme Manufacturing			
Performance Measures	Measure	Quantity	Notes
	Businesses Assisted	1	Acme Manufacturing
	Return on Investment	4.03%	
	Loan Repayment	\$ 252,026	10 year term, 2% interest
	Revenue Recapture	\$ 830,670	25% of building sale (estimated)
	County Median Wage	\$ 14.07	
	Median Wage of Jobs Created	\$ 21.00	
	Jobs to be Created (3 Year Projection)	50	
	Jobs to be Retained	25	
	Additional Investment	\$1,000,000	Equipment and furnishings
Project Infrastructure	Acres Developed	5.62	
	New Building Construction	15,000 sf	
	Existing Building Construction	0	
	Water	0	

Performance Measure Chart

BAR NUNN COMMUNITY CENTER			
Performance Measures	Measure	Quantity	Notes
	rentals of the facility each year	10	To offset operation cost
	Raise funds through events and programs	5	To help with additional equipment and programs
	Youth programs	5	To encourage youth involvement
	Community events	5	Involve our community in local activities
	Possible part time jobs	2	With increase of activities anticipation of 2 part time positions
Additional Performance Measures			

SECTION XII: ADDITIONAL INFORMATION FOR LOAN REQUESTS

Skip this section if you are applying only for a grant.

A general BRC loan may be made to fund the entire funding request or fund a portion of the project in conjunction with a BRC grant request. A loan may be used to provide additional funding in excess to the maximum BRC award amount and/or the full or partial funding of the required match.

Any loan shall be a 'non-recourse' loan that is secured by pledge of collateral, typically real property. If the borrower defaults, the Council can seize collateral, but will not seek any further compensation from the borrower. A Special Assistance loan may be used to satisfy the required match or a portion of the required match.

Please note the following:

The WBC Council will recommend an interest rate and a term for repayment. The State Loan and Investment Board will have final approval.

All origination fees, loan documentation fees, appraisal, filing fees, and any additional fees will be the cost of applicant. Interest rate will include a maximum of a 0.5% servicing fee depending on the complexities of the loan structure.

The loan to value will be determined on a case by case basis. For projects that generate lease or sales income, a maximum LTV of 85% will be considered.

In addition to completing the application and providing all necessary documents, the following must be submitted:

- Proposed loan terms and interest rate;
- An additional resolution passed by the applicant stating the method of repayment and proposed security for the loan;
- A summary of the applicant's total investments and cash balances for the two preceding years (Complete the chart in this section);
- A detailed description of the project to be financed, including all costs to be funded and a specific explanation of how the project satisfies the criteria set forth in Statutes;
- Collateral Description;
 - Complete collateral description inclusive of legal description on pledged assets, documented estimated value, guarantees, letters of credit, and any other proposed security;
 - Preliminary title commitment on proposed real estate collateral is required with the application;
 - Determination if real estate collateral is subject to federal flood regulations; including a federal floodplain map and the identified location of the proposed collateral. If necessary, flood and hazard insurance will be required at the expense of the borrower;
 - A statement from borrower concerning known environmental contamination or issues of facilities and underlying real property associated with the project;

- For the Council to determine the ability of the applicant to repay a loan and to aid the Attorney General in evaluating the legality of the proposed indebtedness, an applicant shall provide an annual budget for the preceding and current fiscal years and a completed financial statement provided on a “General Financial Information” form provided by the Council staff, that includes, but is not limited to the following information:
 - Assessed valuation for the current and two (2) preceding fiscal years;
 - Total bonded and non-bonded indebtedness, including outstanding principal balance, interest rate, and remaining term;
 - Total mills levied within the jurisdiction of the applicant for the current and two (2) preceding years: and, a breakdown of the mill levy for the current fiscal year;
 - Sales and use tax imposed within the jurisdiction of the applicant;
 - A summary of the applicant’s total investments and cash balances for the two (2) preceding years.
- Bylaws, resolutions, operating agreement of tenant in the event the loan project will create a lease or sales revenue stream (if applicable);
- Copy of the proposed lease in the event the loan project will create a lease or sales revenue stream;
- Three years of financials for both the applicant and all related parties. Audited or CPA-prepared statements are preferred;
- A balance sheet and projected cash flow for the project for the anticipated term of the loan evidencing ability to repay the loan;
- Notice and identification of any threatened or pending litigation involving the anticipated project or property offered as collateral and/or the applicant;
- A letter from the applicant’s attorney addressing the following in detail:
 - The applicant’s authority to enter into this BRC loan;
 - The applicant’s current indebtedness and borrowing capacity;
 - If this loan will require an election;
 - Method of repayment and any revenue sources;
 - Affirmation that Wyoming State Constitutional debt provisions and all other applicable statutes will be followed.

Should an applicant be awarded a BRC loan, the applicant must enter into a loan agreement with the WBC.

1. Identify the revenue source(s) that will be used to service loan debt for total public project costs.

2. List all sources of proposed security for the loan.

3. Complete following General Financial Information Form.

General Financial Information Form for BRC Loan Requests			
Financials prepared by:			
Date:			
Entity:			
Tax ID Number			
GENERAL FUND ANALYSIS	Current FY	Previous Two FY's	
	FY :	FY :	FY :
REVENUES			
Taxes			
Local Property Taxes			
Local Sales Tax			
Other Local			
Intergovernmental Revenues			
Other			
EXPENDITURES			
General Gov't.			
Physical Security			
Other			
ASSESSED VALUATION			
TOTAL MILLS LEVIED			
Provide breakdown of the mill levy distribution for this FY			
TOTAL INVESTMENTS			
TOTAL CASH BALANCES			
	Current FY		
TOTAL BONDED AND NON-BONDED INDEBTEDNESS			
Principal Balance			
Interest Rate			
Remaining Term			
SALES AND USE TAX LEVY			

SECTION XIII: CHILD CARE PROJECTS

The WBC recognizes that child care is a necessary component of community development and influences the community's economic development. In addition, and in accordance with the "Telluride Principles" developed by the Partnership for America's Economic Success: "Long-term US economic strength and fiscal sustainability depends on our future workforce. Investing in children is a vital economic growth strategy and a priority of business, government and philanthropy. Private and public resources are limited and should be allocated based on evidence of effectiveness." Available quality child care alleviates workforce constraints by allowing parents to enter the workforce and caregivers to increase their training and occupational advancement. Along with the application, the following information needs to be provided to the WBC to further evaluate the economic development merits of child care projects. Additional information may be requested as needed.

Financial Info:

- All funding must be secured. This includes start-up and operational costs, and additional financing.

Community Need:

- There needs to be a documented need for child care.
 - Provide the WBC with a comprehensive analysis of the need for child care in your area. The analysis, conducted by an impartial third party, should:
 - Address the current need for child care;
 - Forecast future need and trends for child care: five and ten years;
 - Identify the existing market the proposed WBC funded project will impact;
 - Address the overall growth of the community, businesses, industry, and workforce;
 - Address issues of child care affordability;
 - Consult the Department of Family Services and the Department of Workforce Services.
 - Discuss the alternatives that were explored to address the identified need. The greater public and existing providers should be actively involved in the development and analysis of alternatives.
- Applicants must use their best efforts to notify all child care providers in the market area of the public hearing for the application at least seven days in advance of the public hearing. Applicants should obtain a list of licensed providers in the area from the Department of Family Services.
- The project must be driven by the community.
 - Was there a request for proposals issued to select the provider?
 - List all the partners involved.
 - What steps are being taken to engage existing providers, develop partnerships among them, and use the proposed facility for the ongoing benefit of all providers?
 -

Workforce:

- Applicants must demonstrate that the lack of available, affordable, quality child care is or will be a constraint on those seeking employment or advancing their employment.
- Business and industry need to provide information indicating the need for child care to allow for more labor to enter the workplace.
- A plan to measure the success of the project must be submitted to the WBC. Along with the information in Section III, #3, this plan should state performance measures relating to how the project alleviates workforce constraints, provides training opportunities to providers, and makes the community more business ready.

Quality Child Care:

- The committed child care business must be licensed by the state of Wyoming
- Information must be provided on the quality of the early education that will be/is currently offered.
 - What quality standards will the facility follow?
 - What type of training will be provided to the staff?
 - What type of outreach will be provided to existing and potential providers?

SECTION XIV: SENIOR CARE PROJECTS

Along with the application, the following information must be provided to the WBC to further evaluate the economic development merits of senior care projects. Additional information may be requested as needed.

Financial Info:

- All funding must be secured. This includes start-up and operational costs, and additional financing.

Community Need:

- There needs to be a documented need for senior care.
 - Provide the WBC with a comprehensive analysis of the need for senior care in your area. The analysis, conducted by an impartial third party, should:
 - Address the current need for senior care;
 - Forecast future need and trends for senior care: five and ten years;
 - Identify the existing market the proposed WBC funded project will impact;
 - Address the overall growth of the community, businesses, industry, and workforce;
 - Address issues of senior care affordability.
 - Discuss the alternatives that were explored to address the identified need. The greater public and existing providers should be actively involved in the development and analysis of alternatives.

- The project must be driven by the community.
 - Was there a request for proposals issued to select the provider?
 - List all of the partners involved.
 - What steps are being taken to engage existing providers, develop partnerships among them, and use the proposed facility for the ongoing benefit of all providers?