

# LARAMIE COUNTY CLERK BOARD OF COUNTY COMMISSIONERS AGENDA ITEM PROCESSING FORM

**1. DATE OF PROPOSED ACTION:** May 19, 2015

**2. AGENDA ITEM:**    Appointments    Bids/Purchases    Claims  
 Contracts/agreements/leases    **Grants**    Land Use: Variances/Board App/Plats  
 Proclamations    **Public Hearings**/Rules & Reg's    Reports & Public Petitions  
 Resolutions    Other


**3. DEPARTMENT:** Grants

**APPLICANT:** Wyoming Malting

**AGENT:** Sandra Newland

**4. DESCRIPTION:** Public Hearing and consideration of a resolution authorizing the submission of a Business Ready, Business Committed Grant application to the Wyoming Business Council on behalf of Wyoming Malting for a malting facility for the purpose of distilling grain to be located in Pine Bluffs, Wyoming in the amount not to exceed \$3,000,000.00 with matching funds to come from a loan application to the Wyoming Business Council.

RECEIVED AND APPROVED AS  
TO FORM ONLY BY THE  
LARAMIE COUNTY ATTORNEY



**5. DOCUMENTATION:** 2 originals

<u>Commissioner</u>	<u>Clerks Use Only:</u>	<u>Signatures</u>
Ash _____		
Heath _____		
Holmes _____		
Kailey _____		Co Attny _____
Thompson _____		Assist Co Attny _____
Action _____		Grants Manager _____
Postponed/Tabled _____		Outside Agency _____

**NOTICE OF PUBLIC HEARINGS FOR THE 2015/2016 BUSINESS READY  
COMMUNITY/BUSINESS COMMITTED GRANT AND LOAN PROGRAM  
APPLICATION ON MONDAY MAY 18, 2015 AND TUESDAY MAY 19, 2015.**

Laramie County intends to submit an application for a Business Ready Community/Business Committed Grant in the amount not to exceed \$3,000,000 and a loan not to exceed \$600,000 and is seeking citizen input regarding this project. Requested funds will be for Wyoming Malting, a grain distilling company looking to locate in Pine Bluffs, Wyoming. Those wishing to comment on this project are encouraged to attend a public hearing on this subject on Monday May 18, 2015 at the Town of Pine Bluffs Town Hall, located at 220 Main Street, Pine Bluffs, Wyoming 82082 at 7:30pm or on Tuesday, May 19, 2015 at the Laramie County Commissioner's meeting at 3:30pm at the Laramie County Courthouse, 310 West 19<sup>th</sup> Street, Cheyenne, Wyoming. Citizens can also submit written comments to:

Anja Bendel  
Director of Business Development  
Cheyenne LEADS  
PO Box 1045  
Cheyenne, WY 82003-1045

Or,

Sandra Newland  
Laramie County Grant Manager  
Laramie County  
309 West 20<sup>th</sup> Street, Suite 3100  
Cheyenne, Wyoming 82001

The Wyoming Business Council is seeking grant and loan applications from counties, incorporated cities, towns, joint powers boards, and tribes for the 2015/2016 Business Ready Community (BRC) Grant and Loan Program. The intent of Business Ready Community program is to ready a community for new business development through economic or educational development projects which may include, but are not limited to, water, sewer, streets and roads, telecommunications, airports, purchase of rights of way, purchase of land, buildings, facilities, industrial and business parks, industrial site or business district development, amenities within a business or industrial park, landscaping, recreational and convention facilities, and or other physical projects.

The rules governing the BRC Grant and Loan Program are available through the Wyoming Business Council or <http://www.wyomingbusiness.org>.

All written comments must be received no later than 1:00 p.m. on Tuesday, May 19, 2015. Laramie County will take all comments made at the public hearing and written comments submitted on or before the deadline into consideration before considering a resolution in support of submitting a grant and loan application for a Business Ready Community Project

**RESOLUTION NO.**

**A RESOLUTION AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE WYOMING BUSINESS COUNCIL/BUSINESS READY COMMUNITY GRANT AND LOAN PROGRAM FOR A BUSINESS COMMITTED GRANT IN THE AMOUNT NOT TO EXCEED \$3,000,000, ON BEHALF OF THE GOVERNING BODY OF LARAMIE COUNTY, WYOMING**

**FOR THE PURPOSE OF:** REQUESTED FUNDS WILL BE FOR BUILDING A MALTING FACILITY FOR MALTING OF GRAIN FOR DISTILLING OPERATIONS IN PINE BLUFFS, WYOMING.

**WITNESSETH**

**WHEREAS**, the Governing Body for Laramie County desires to participate in the BUSINESS READY COMMUNITY GRANT AND LOAN PROGRAM to assist in financing this project; and

**WHEREAS**, the Governing Body of the Laramie County recognizes this project will create jobs, development and public benefits and/or improve infrastructure within the boundaries of Laramie County; and

**WHEREAS**, the BUSINESS READY COMMUNITY GRANT AND LOAN PROGRAM requires that certain criteria be met, as described in the Wyoming Business Council's Rules governing the program, and to the best of our knowledge this application meets those criteria; and

**WHEREAS**, the Laramie County Commissioners held a public hearing on May 19, 2015 to identify the economic development opportunity and determine all possible funding solutions for this project. The meeting examined private investment, other areas, and loan funding and solicited testimony from citizens who may feel that the use of the proposed funds might compete with existing business, and gave full consideration to all comments received; and

**WHEREAS**, Laramie County is working in partnership with Cheyenne/Laramie County Corporation for Economic Development (Cheyenne LEADS) and has been provided preliminary cost estimates and information for the project; and

**WHEREAS**, Cheyenne LEADS has engaged the private sector with the market area and gave full consideration to all comments received; and

**WHEREAS**, the public benefit of this project is increased payroll and property taxes and the consideration is the number of new employees and total payroll; and

**WHEREAS**, Laramie County and Cheyenne LEADS will follow state procurement standards, inclusive of W.S. § 15-1-113 and W.S. § 16-6-101, *et seq.*, in the procurement, and construction of the facilities; and

**WHEREAS**, Laramie County and Cheyenne LEADS will comply with the Wyoming Preference Act (W.S. §§ 16-6-201 through 16-6-206) and all related state statutes in the procurement, of the construction of the facility; and

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF LARAMIE COUNTY** that a grant application not to exceed \$3,000,000 be submitted to the Wyoming Business Council for consideration of assistance in funding Wyoming Malting.

**BE IT FURTHER RESOLVED**, that Sandra Newland, or her successor in the position of Laramie County Grants Manager, is appointed as agent of the Laramie County

Board of Commissioners to execute and submit applications and certifications for these funds and to receive funds and implement the programs funded under this grant.

PASSED, APPROVED AND ADOPTED THIS 19th DAY OF MAY, 2015.

By: \_\_\_\_\_  
Amber Ash, Chairman

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Debbye K. Lathrop, Laramie County Clerk

\_\_\_\_\_  
Date

Received and Approved as to Form only By

\_\_\_\_\_  
Mark Voss, County Attorney

\_\_\_\_\_  
Date

5/11/15

CERTIFICATE

I, Debbye Lathrop, hereby certify that the foregoing Resolution was adopted by the Laramie County Commissioners at a public meeting held on May 19, 2015, and that the meeting was held accordingly to law; and that said Resolution has been duly entered in the record of Laramie County.

Date: \_\_\_\_\_



# Business Ready Community Grant & Loan Program

## Grant and Loan Application

DRAFT!

Please select an application type:

- Business Committed Application
- Managed Data Center Application
- Community Readiness Application
- Downtown Development Application
- Community Enhancement Application
- Child Care Application
- Senior Care Application

BUSINESS READY COMMUNITY GRANT AND LOAN PROGRAM

**Rules** Rules governing the Business Ready Community (BRC) Grant and Loan Program are available through the Wyoming Business Council (WBC) or [www.wyomingbusiness.org](http://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.

**Funds**

BRC Program Grant and Loan Maximum Awards and Match Requirements			
	Maximum Award	Match Required	
Business Committed	\$3,000,000	First \$1.5M	10%
		*Additional funds requested above \$1.5M	30%
Managed Data Center	\$2,250,000	Up to \$2.25M	See Rules for Details
Community Readiness	\$3,000,000	First \$1.5M	15%
		*Additional funds requested above \$1.5M	30%
Downtown Development	\$2,000,000	First \$1M	15%
		*Additional funds requested above \$1M	30%
Community Enhancement	\$500,000	Up to \$500,000	50%
Child Care/Senior Care	\$1,000,000	Up to \$1M	15%

\*Match for additional funds must be at least 50% cash match

**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](http://www.wyomingbusiness.org)

**Review** The review process includes an initial WBC staff screening, possible site visit and report to WBC Board. The WBC Board will make recommendation to the State Land and Investment Board (SLIB). The SLIB will determine grant and loan 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.

**Submissions** Applicants shall submit one (1) copy of the completed application to the WBC Regional Director, three (3) original complete applications, and one (1) electronic copy of the completed application to the WBC staff in Cheyenne. Applications must be submitted on 8 ½ X 11” format. Applications must be submitted in 3 ring binders with attachments clearly labeled or tabbed. Regional contact information located on following page.

BUSINESS READY COMMUNITY GRANT AND LOAN PROGRAM

<p>Converse, Niobrara, and Natrona Counties</p>	<p>Big Horn, Hot Springs, Park, and Washakie Counties</p>	<p>Campbell, Crook, Sheridan, Johnson, and Weston Counties</p>
<p>Kim Rightmer East Central Regional Director 2435 King Blvd, Box 1 Casper, WY 82604  Tel: 307.577.6012 Fax: 307.577.6032 Cell: 307.287.2309 <a href="mailto:kim.rightmer@wyo.gov">kim.rightmer@wyo.gov</a></p>	<p>Leah Bruscano Northwest Regional Director 143 South Bent, Suite B Powell, WY 82435  Tel: 307.754.5785 Fax: 307.754.0368 Cell: 307.421.0140 <a href="mailto:leah.bruscano@wyo.gov">leah.bruscano@wyo.gov</a></p>	<p>Dave Spencer Northeast Regional Director 1981 Double Eagle Dr., Suite A Sheridan, WY 82801  Tel: 307.689.1320 Fax: 307.686.7268 Cell: 307.689.1320 <a href="mailto:dave.spencer@wyo.gov">dave.spencer@wyo.gov</a></p>
<p>Lincoln, Sublette, and Uinta Counties</p>	<p>Fremont and Teton, Counties</p>	<p>Albany, Goshen Laramie, and Platte Counties</p>
<p>Elaina Zempel Southwest Regional Director 520 Topaz, Suite 110-A Kemmerer, WY 83101  Tel: 307.877.2203 Fax: 888.507.4482 Cell: 307.723.1510 <a href="mailto:elaina.zempel@wyo.gov">elaina.zempel@wyo.gov</a></p>	<p>Roger Bower West Central Regional Director 213 West Main St., Suite B Riverton, WY 82501  Tel: 307.857.1155 Fax: 307.857.0873 Cell: 307-851-0908 <a href="mailto:roger.bower@wyo.gov">roger.bower@wyo.gov</a></p>	<p>Lisa Johnson Southeast Regional Director 3200 West C Street Torrington, WY 82240  Tel: 307.534-2901 Fax: 307.532-8329 Cell: 307.275-2512 <a href="mailto:lisa.johnson1@wyo.gov">lisa.johnson1@wyo.gov</a></p>
<p>Carbon and Sweetwater Counties</p>	<p><b><u>Send 3 hard copies and 1 electronic copy of completed application to:</u></b></p> <p>Julie Kozlowski, Program Manager Business Ready Community Grant and Loan Program Wyoming Business Council 214 W. 15<sup>th</sup> Street Cheyenne, WY 82002 Phone: (307) 777-2812 Fax: (307) 777-2838 Cell: (307) 631-2709 <a href="mailto:julie.kozlowski@wyo.gov">julie.kozlowski@wyo.gov</a></p>	
<p>Pat Robbins South Central Region Director 1400 Dewar Drive, Ste 208A Rock Springs, WY 82901  Tel: 307.382.3163 Fax: 307.382.3217 Cell: 307.389.0867 <a href="mailto:pat.robbs@wyo.gov">pat.robbs@wyo.gov</a></p>		



## 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 and required business plan. The Regional Director, as part of the application, must provide preliminary comments about the project, addressing how the project 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 AND OBTAIN THEIR SIGNATURE YOUR APPLICATION WILL NOT BE COMPLETE AND WILL NOT BE ACCEPTED.**

**A draft copy of the application must be submitted to the Regional Director two weeks prior to the application deadline or the application will be incomplete.** Along with the application, the Regional Director needs to review the following:

- Business Plan (must be to the Regional Director in advance to the first public hearing)
- Contingency and Development Agreement
- Lease Agreement
- Revenue Recapture Plan
- Operation and Maintenance Plan (if a building will be constructed or renovated) the plan should include projected expenses and project income sources for three years

- Complete Application.** All questions must be fully answered and all required documentation included. As of July 1, 2014 the Attorney General's office is required to review BRC applications for structure and completeness. Incomplete applications will either be tabled or sent back to the applicant for resubmittal at a different time.

- Secured Local Match.** See the chart on page ii for the require match amounts. ***In-kind match must meet the criteria for eligible project costs.*** Examples of in-kind contributions include: infrastructure, labor, materials, and real estate. Attach an explanation of valuation for each item, any supporting documentation (i.e., appraisals, wage rates, market value, etc.) and a statement of intent from each donor.

Examples for a Business Committed Project:

*If amount of grant is known:* In order to apply for a \$2M grant, it would be necessary to match the first \$1.5M with 10% cash or in kind match, and the last 500,000 with 30% (half of which must be cash match).

$\$1.5M * 10\% = 150,000$

$\$500,000 * 30\% = 150,000$  (half of which must be cash  $150,000/2=75,000$ )

Total Project Cost is \$2.3M and match is \$300,000 (\$75,000 must be cash)

*If total project cost is known (grants under \$1.5M):* In order to apply for the maximum grant amount for a \$1M project:

BUSINESS READY COMMUNITY GRANT AND LOAN PROGRAM

The equation to find match is:

Grant Amount + 10% of the Grant Amount (Match) = Total Project Cost

Which can be restated as:

Total Project Cost \* (Match Percentage/(1 + Match Percentage)) = Match Amount

\$1M \* (.1/1.1) = 90,909 Match and \$909,090 Grant

This can be confirmed now that we know the grant amount: \$909,090 \* 10% = \$90,909 match.

*If total project cost is known (Grants Over \$1.5M):* In order to apply for the maximum grant amount for a \$3M project, the match must be calculated for the 10% match portion and the 30% match portion.

\$1.5M \* 10% = 150,000

Match and grant funded for the 10% match portion of the project = \$1.65M. This means \$1.35M still needs to be funded at the 30% level.

The equation to find match is:

Grant Amount + 30% of the Grant Amount (Match) = Total Project Cost

Which can be restated as:

Total Project Cost \* (Match Percentage/(1 + Match Percentage)) = Match Amount

\$1.35M \* ( $\frac{.3}{1.3}$ ) = \$311,539 (half of this must be cash 311,539/2=155,770)

Total project cost is \$3M and grant match is \$461,539 (155,770 must be cash)

- Financial Information for Loans.** For applicants requesting BRC loans, additional financial information is required. (See Section IX of the application.)
- Attach verification of project costs.** A qualified engineer's or architect's certified 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, then the applicant must provide a professional appraisal of the property. If property is being used as an in-kind match, then the value may be determined by a professional market analysis.
- Attach public hearing notice, public hearing minutes, and public engagement 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 (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 a newspaper of general circulation within the boundaries of the applicant or 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.

BUSINESS READY COMMUNITY GRANT AND LOAN PROGRAM

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 project
  - public benefit
  - desired economic development outcomes
  - specified source of match funding by account name or other identifying characteristics
  - what will happen in the case of project cost overruns
  - the details of the revenue recapture plan if applicable
  - who will be responsible for Operations and Maintenance
  
- Certified Structural Analysis.** A certified structural analysis is required for all projects involving the renovation or financing of an existing structure. 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 purchase of property, then there must be a structural analysis, and professional opinion completed by a qualified structural engineer and submitted to WBC staff.
  
- 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 carry out the project.
  
- Attach site information.** 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.
  
- Attach zoning documentation.** If the site is zoned, attach a description of the allowable uses under this zoning. If a zone change is necessary, attach a description of the allowable uses under the proposed zoning.
  
- Attach a Statement that the Applicant will Follow State Procurement Standards Inclusive of W.S. § 15-1-113 and W.S. § 16-6-101, et seq.** This can be satisfied by

providing either a signed letter from the applicant's responsible official or it can be included in the required resolution.

- Attach acknowledgement that the Wyoming Preference Act (Wyoming State Statute § 16-6-201 through 16-6-206) will be adhered to throughout the project.** Include acknowledgement that the Wyoming Preference Act will be followed throughout the project and that all related state statutes will be adhered to for 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:

<http://legisweb.state.wy.us/statutes/statutes.aspx?file=titles/Title16/T16CH6AR2.htm>

- Attach a workforce recruitment and/or training program, if applicable.** Include a program outline if the project involves educational development infrastructure for workforce or entrepreneurial training.

- 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. A right of way agreement with WYDOT may be necessary if a grant or loan is awarded.

- Attach a business plan.** 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).**

- 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 (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
  - job creation, wages, and payroll
  - what will happen in the case of project cost overruns
  - the commitment of a business to a community
  - procurement
  - performance measures and reporting
  - timelines
  - operations and maintenance
  - marketing of available properties, particularly on [wyomingsites.com](http://wyomingsites.com)
  - timelines and responsibilities
  - how invoices will be reimbursed (for data center projects only)
  - An understanding of the required match and job creation requirements (for data center projects only)
  - 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 (for data center projects only)
  - 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 (for data center projects only)
- Attach a revenue recapture plan (final draft or executed copy only).** Revenue generated by the applicant or a private developer through publicly funded infrastructure projects must be recaptured by the applicant. (See Section VIII of the application.)
- Attach a Lease Agreement, if applicable (final draft or executed copy only).** Attach a draft of the lease agreement. A signed lease agreement will be required if the applicant or CDO is leasing property as a part of this project.
- Attach an Operation and Maintenance Plan or Business Plan, if applicable (final draft or executed copy only).** The plan should include projected expenses and project income sources for three years (must be to the Regional Director in advance to the first

public hearing). The commitment can be presented as part of the resolution or through a separate signed document.

- Community Readiness, Downtown Development and Enhancement projects. Attach documents or sufficient overview information to demonstrate that appropriate planning has been conducted has been conducted and capacity exists to insure the success of the project. This includes (but is not limited to):**
  - 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.
  
- Child Care projects only. Address all the items in Section X of the application.**
  
- Senior Care projects only. Address all the items in Section XI of the application.**
  
- Managed Data Center Cost Reduction Projects Only. Attach evidence that there is or will be infrastructure, architecture, and services necessary for the support of a Tier II, Tier III or Tier IV data center.**
  
- Managed Data Center Cost Reduction Projects Only. Attach projected utility costs.**

**SECTION I COVER SHEET**

**1. PROJECT TITLE: Wyoming Malting Company / Pine Bluffs Distilling Facility**

**2. APPLICANT INFORMATION**

**Applicant** (City, Town, County, JPB, Tribe): Laramie County  
**Responsible Elected Official:** Amber Ash  
**Mailing Address:** 310 West 19<sup>th</sup> Street, Suite 300  
 Cheyenne, WY 82001

**Local Contact:** Sanda Newland  
**Position:** Grants Manager  
**Mailing Address:** 310 West 19<sup>th</sup> Street, Suite 300  
 Cheyenne, WY 82001  
**Phone:** (307)633-4201  
**Email:** snewland@laramiecounty.com

**3. PROJECT ADMINISTRATION CONTACT**

**Organization Name:** Cheyenne LEADS  
**Contact Person:** Anja Bendel, Director of Business Development  
**Mailing Address:** PO Box 1045  
 Cheyenne, WY 82003-1045  
**Phone:** (307)638-6000  
**Email:** anjab@cheyenneleads.org

**4. TYPE OF PROJECT** *Briefly* describe applicable project type.

<u>Infrastructure Type</u>	<u>Brief Description</u>
<input type="checkbox"/> Transportation Infrastructure	
<input checked="" type="checkbox"/> Building	Construct approx. 20k sf manufacturing facility
<input type="checkbox"/> Water or Sewer	
<input type="checkbox"/> Educational Development	
<input type="checkbox"/> Other Infrastructure	
<input type="checkbox"/> Data Center Utilities	

**5. PROJECT COSTS** Indicate minimum necessary total public project infrastructure costs.

a. Amount of loan requested:	\$
b. Amount of grant requested:	\$
c. Total match:	
<b>TOTAL Project Cost (a+b+c):</b>	<b>\$</b>

**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:

Print or Type Name and Title:

## **SECTION II: PRELIMINARY REGIONAL COMMENTS AND CONCERNS**

The Regional Director must provide an overview of the project and address any concerns he or she may have. If there are concerns, the applicant is urged to address those as soon as possible, before submitting the application. (Note, these comments are preliminary, and the Regional Director will have an opportunity to revise during the recommendation process.)

1. Provide an overview, background, and history on the project.
2. Discuss the public benefits of the project.
3. Has the applicant completed and included all necessary items in the checklist?
4. State any concerns and additional items that need to be addressed.

\_\_\_\_\_  
Regional Director Signature

\_\_\_\_\_  
Date



### SECTION III: PROJECT INFORMATION

#### **1. PROJECT DESCRIPTION. Provide a description of the proposed project.**

Cheyenne LEADS, in partnership with Laramie County, is requesting a \$600,000 loan and a \$3M grant to provide facilities to La Grange Grocery and Hardware, LLC (dba Wyoming Malting Company / Pine Bluffs Distilling) in Pine Bluffs, Wyoming.

Wyoming Malting Company / Pine Bluffs Distilling (the Company) will be the first craft house located in Wyoming. The Company will also make craft whiskey with a portion of the malt that is manufactured. The company is planning on beginning operations in Pine Bluffs. The company will require a building with approximately 16,000 SF with about 4,000 SF of office space. In the first year of operation, the company plans to create 3 jobs, with the potential of up to 9 jobs in the first five years.

There is no existing building or land in the private market located in the town limits of Pine Bluffs that exactly meets the company's needs. However, the owners of the company own a 20 acre parcel located 8 miles southwest of town limits that would be well suited for an operation of this nature.

For this project, LEADS proposes to construct an approximately 20,000 SF facility on a 10 acre parcel. The parcel is owned by Gene Purdy and will account for a portion of the grant match. Cheyenne LEADS will lease the new building to the Company for 15 years according to the attached lease schedule and lease agreement. The Company will be able to purchase the building at any time after Year 5 of the lease.

In exchange for the incentives that Cheyenne LEADS and the State of Wyoming are providing to the Company, the Company is committing to building their manufacturing and distilling facility in Laramie County and creating a minimum of 9 jobs.

#### **2. PUBLIC BENEFIT. Describe the public benefits of the proposed project including the importance of the project to the community and how it promotes economic development. (Please consult the WBC Regional Director for information on conducting an economic impact study for this project.)**

The \$3M portion of the loan/grant used for construction will be recaptured by Cheyenne LEADS through leasing the new facility to the Company. After 15 years of leasing the facility, the net income to LEADS will be approximately \$<M. Cheyenne LEADS will invest the recaptured funds into further economic development efforts as outlined in the attached Revenue Recapture Plan.

Additionally, the public benefit is about \$<M after 15 years, according to analysis done by the Wyoming Business Council through an RPAS model. This includes direct and indirect property taxes, local and state sales taxes.

With the continued growth of breweries in the area, this project will give local farmers another opportunity to sell grains in the local market.

**3. PROJECT GOALS AND OBJECTIVES.** Describe the goals of the project and identify indicators 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 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.

The project is a success if the Company creates a minimum of 9 new jobs within 5 years. In order to do so we construct an approximately 20,000 SF build-to-suit building. These facilities will be leased to the Company for their manufacturing and distilling operations.

Additionally, the projected revenue recapture for Cheyenne LEADS will assist the organization's goals in building capacity to provided economic development infrastructure in Cheyenne and Laramie County.

**4. PROJECT NEED.** Describe in sufficient detail the need for the project and why BRC funds are necessary. Include any other funding options which have been pursued for this project. (For example: WWDC, WYDOT, private funds, other state or federal funds) Evidence of project 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.

As previously stated, there is presently zero craft houses in the State of Wyoming. Meaning that by locating the company in Pine Bluffs it will provide an immediate boost in the economic vitality of Pine Bluffs locally, as well as diversifying the State of Wyoming's economy.

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

Yes  No

If "yes," explain.

This project would help expand the existing infrastructure to a commercial area in Pine Bluffs.

**6. OWNERSHIP.** Will the applicant own the improvements funded by this program?

Yes  No

**If "no," then who will own the improvements?**

Cheyenne LEADS, a community development organization, will own the new build-to-suit manufacturing and distilling facility and will lease to the Company.

**7. TIMELINE. Describe a realistic project timeline. Include the number of months the project will take, and any other authorizations, permits, funding, or activities necessary prior to the commencement of the project. If the project is to be phased, provide a separate timeline for future phases.**

Aug 2015	Site plan review on parcel
Sep 2015	3-4 weeks plan review by county building department Complete design and permitting for facility
Oct 2015	Grant and loan approval
Dec 2015	Begin construction – 9 month construction timeline
Sep 2016	New facility completed, the Company begins lease

**8. SIMILAR SITES. Are there similar sites or facilities within the community that are un-utilized or under-utilized?**

Yes  No

If "yes" please detail what makes this project unique or necessary.

**9. SOCIAL SERVICES, IF APPLICABLE. 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.**

N/A

**10. REVENUE. Will the project funded by BRC 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. (See Section VIII.)

See attached Revenue Recapture Plan for the build-to-suit facility.

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

Yes  No

**Explain:**

By having a local malt supplier, more breweries of all types may choose to open in Wyoming and have a viable source of malt for their products. Also, this project will prove to other potential manufacturers that Pine Bluffs is capable and willing to invest in new businesses. In accordance with Governor Mead's initiative for value added projects, Wyoming Malting will be adding value through malting a commodity that is abundant in Wyoming, and proving that other manufacturers could do something similar in the city, county and state. Directly impacting the community's readiness for future development.

**12. OPERATIONS AND MAINTENANCE. What is the operation and maintenance agreement or plan? Please attach a detailed plan.**

Please see attached Operations and Maintenance Plan provided under Exhibit ?

**13. ENHANCEMENT and ATTRACTION. How will this project make improve the community's ability to attract and retain businesses?**

This project will be the anchor of a new industrial park in Pine Bluffs. By having an anchor tenant, it will show the ability of Pine Bluffs to attract a start-up business. By providing infrastructure to a given location, this project will prove that Pine Bluffs wants to create new jobs locally and are willing to provide infrastructure to new businesses.

**14. DOWNTOWN DEVELOPMENT. (for Downtown Development applications only)**

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

N/A

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

N/A

**c. 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.**

N/A

**d. If the community has a downtown plan, what has already be 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.**

N/A

**16. COMMUNITY AND ECONOMIC DEVELOPMENT GOALS. How does this project fulfill local and regional community and economic development goals? Is this project a part of an overall community plan? (Provide dates and a copy of the plan.) What planning and research has been completed to date that addresses this project specifically?**

This project is supported by Cheyenne LEADS and Laramie County. Laramie County is part of the Southeast Wyoming Economic Development District (formerly the High Plains Economic Development District), which created a Comprehensive Economic Development Strategy (CEDS) in 2014. Under “Goals, Objective, and Strategies” one of the goals is to “create a diversified regional environment for agriculture, business, and manufacturing” by first determining the business needs for the region that will complement our resources and by attracting new businesses to the region. One of the strategies specifically outlined to help achieve this goal is to “increase agriculture diversification and value-added agriculture.”

The Company is a manufacturing company with focus on making small batch craft malted barley. By having a company that takes a local raw product and manufactures it into a value-added product, this will give local farmers another avenue to sell grains.

Recruitment of manufacturing companies is consistent with the Wyoming Business Council, the local Comprehensive Economic Development Strategy (CEDS) and the Cheyenne LEADS marketing plan.

**SECTION IV: SITE INFORMATION**

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

Build-to-suit facility: 20 acre parcel, will get legal description

**2. Is the project site publicly owned?**

Yes  No

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

The 20 acre parcel is currently owned by Pine Bluffs. LEADS will ultimately own said property.

**3. Describe the site including total acres or square footage, size of developable area, and number of parcels for development. Also, describe any structures on the site, including useable square footage.**

New 20 acre Parcel:

Lot size: 20 acres (871,200 SF)

The property is a green field and is entirely developable.

**4. Does the project involve land or building acquisition?**

Yes  No

**If "yes," then who owns the site and what steps are being taken, and by whom, to acquire the property?**

Cheyenne LEADS is in discussions to ultimately own the 10 acre parcel.

**5. How is the site currently used?**

The property is formerly irrigated farmland. It was purchased by Pine Bluffs for the irrigation wells.

**6. 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.**

The 318 acre parcel that was purchased for irrigation wells was purchased with a plan of having residential and industrial parcels. The town of Pine Bluffs (I believe) does not have a community plan for the 318 acre parcel, but has discussed the intended uses at town council meetings. This project would be consistent with the discussions as it is a manufacturing plant.

7. Is the site zoned?

Yes  No

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

Light Industrial

**Will a zone change be required for intended use? Explain.**

No.

8. **Are there any known environmental concerns at the site, especially asbestos, wetlands, floodplains, or sage grouse area?**

Yes  No

**If yes, explain:**

9. **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.**

The proposed site is currently a field. The town of Pine Bluffs will need to bring water and sewer to the site. Natural Gas will be provided by Cheyenne Light Power and Fuel. They currently serve the town, but the utilities would need to be brought to the new parcel.

10. **All BRC funded projects that directly fund or enhance speculative real estate are required to be placed on the Business Council's available properties database at [wyomingsites.com](http://wyomingsites.com) as well update it every 90 days. Please acknowledge the applicant's willingness to comply should grant funds be awarded.**

The applicant is willing to comply should the grant funds be awarded.

**SECTION V: COMMUNITY INFORMATION**  
**(For Community Readiness, Downtown Development, and Community Enhancement Projects ONLY)**

**\*\*\* Attach portions of plans, studies, assessments, and/or reports that are relevant to project. Reference the attachment in your answer.**

**1. Does the community have an economic development plan or other study of the local economy?**

Yes  No

**If "Yes," then provide the names and dates of relevant plan(s) and describe how does the proposed project fits into overall economic development strategy of the community.**

**2. What are the community's strengths, weaknesses, opportunities and threats? Explain.**

**3. What steps are being taken to promote economic development in the community by the applicant or other groups within the community? (For example, business recruitment and retention programs, workforce development, future public investments, marketing campaigns, amenities, etc.)**

**4. Is there a community or economic development group or committee that is proactively working or implementing an economic development strategy?**

Yes  No

**Explain.**

**5. Is there a list of current commercial and industrial vacancies available to prospective business?**

Yes  No

**Explain.**



**6. Has the community identified targeted industries?**

Yes  No

**Explain.**

**7. Are there any studies or surveys summarizing labor force characteristics, skills, supply or demand?**

Yes  No

**Explain.**

**8. How does the availability of the local labor force compare to the demand for labor should this Business Ready project be successful? If necessary reference any applicable labor statistics.**

**9. How does the availability of the housing compare to the demand for housing should this Business Ready project be successful? If necessary reference any applicable local housing statistics.**

**SECTION VI: BUSINESS INFORMATION**

**(For Business Committed, Managed Data Center Cost Reduction, and Senior Care/Child Care Applications ONLY)**

**1. Business contact information:**

Business Name: La Grange Grocery and Hardware, LLC  
Contact Person: Chad Brown, Member  
Mailing Address: 6141 CR 206, Pine Bluffs, WY 82082  
Phone: 307-701-4170  
Fax:  
Email: rooski27@gmail.com

**2. What is the business's general industrial sector?**

Manufacturing of a food grade product and a distilled spirits plant.

**3. Provide a brief history of the company and include how long the firm has been in Business.**

The company was formed in Wyoming in February of 2015. While the company is a new entity, the owners of the company have had knowledge about this project for some time. Mr. Gene Purdy, Owner of Purdy Ranch in Pine Bluffs, has been a local farmer in Pine Bluffs for over 25 years. The project has expanded through ongoing and current farming operations.

The company will use grains grown on family farmed land, be processed to make malted grains to sell to local breweries and distilleries. A small portion of the malted grains will then be used on site to produce distilled spirits. The operation allows for a complete vertical integration of the family farm.

**4. Describe the business's products or services.**

The Company will manufacture malted grains to be used in brewing beer, distilling spirits, or for grinding into flours. The Company will also have a small batch still to produce small amounts of distilled spirits.

**5. Does the business provide goods and/or services that are primarily exported from the state that gain market share from imports to the state or that meet an unmet need in the area and result in creation of new wealth?**

Yes  No

**Explain.**

The Company will provide goods that are currently imported into the state and will meet an unmet need. Currently, all malted grains used to brew beer in Wyoming are imported from the northern U.S. states such as Minnesota and Wisconsin, or imported from Canada. This project will be the first malt house in the state of Wyoming.

**6. Describe the business's market: identify existing and potential major customers and competitors, and provide current market trends.**

The market for malt houses in the country is overly consolidated. Presently there are approximately 34 malt plants in the country. Five of which produce 99% of the malted barley for beer brewing. There are currently two malt houses in Colorado. These two companies are able to produce approximately 1% of the malted barley needs for the breweries in Colorado.

Customers for the Company will be small to medium sized craft breweries and distilleries in Wyoming and northern Colorado. There are approximately 400 breweries either open or in the planning stages in Wyoming and Colorado. The number of craft breweries has continued to increase over the last 20 years and is reaching new records every year.

**7. What will be the increase market share for the expanding or relocating business?**

The project will be able to produce enough malted grains in the first year to capture about 0.75% of market share for the breweries in Wyoming and Colorado. If selling to just breweries in Wyoming, the Company will produce enough malt to capture about 50% market share.

**8. What will be the increase in the business's revenue or profit directly resulting from the BRC project for each of the first three years of operation?**

The business will have increasing revenues for each of the 3 years. This can be attributing directly to the BRC project as it will allow the Company a manufacturing site large enough to grow. The site will also allow for barrel storage of whiskey, which will be ready for sale in the third year. Revenue will increase approximately 97% from the first year to year 3.

**9. What will be the business's investment in capital equipment and/or facilities?**

The Company will invest approximately \$600,000 in capital equipment.

**10. How many current employees are there?**

There are currently 2 employees, the two owners.

**How many are projected in 3 years?**

By the end of year 3, it is projected there will be 5-6 employees.

**11. How many employees will be retained as a result of this project: (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)**

N/A

**12. If jobs are to be retained, what are the circumstances surrounding the possibility of the business relocating or downsizing?**

N/A

**13. How does the availability of the local labor force compare to the demand for labor should this Business Ready project be successful? Explain any strategies to overcome workforce issues.**

The currently unemployment rate in Laramie County is low, only 4.4%, which does present concerns to the company. However, the Company is planning on recruiting at the University of Wyoming and is looking for candidates with a background in engineering fields.

14. 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.

<b>Year One Job Creation Table</b>					
<b>Position Type</b>	<b># of Jobs Retained</b>	<b># of Jobs Created</b>	<b>Average Wage-per hour</b>	<b>Average Cost of Benefits</b>	<b>Annual Net Wages (all jobs*wages *2080 hrs)</b>
Mgmt/Administrative		1	\$20.19	\$5.04	\$42,000
Technical/Professional		2	\$20.19	\$5.04	\$84,000
Office/Clerical			\$	\$	\$
Sales			\$	\$	\$
Skilled Crafts			\$	\$	\$
Other			\$	\$	\$
<b>TOTAL Year One</b>		<b>3</b>	<b>\$</b>	<b>\$</b>	<b>\$126,000</b>

14.

<b>Year Two Job Creation Table</b>					
<b>Position Type</b>	<b>Original jobs retained &amp; created Yr 1</b>	<b>New jobs created Yr 2</b>	<b>Average Wage-per hour</b>	<b>Average Cost of Benefits</b>	<b>Annual Net Wages (all jobs*wages *2080 hrs)</b>
Mgmt/Administrative	1		\$20.19	\$5.04	\$42,000
Technical/Professional	2		\$20.19	\$5.04	\$42,000
Office/Clerical			\$	\$	\$
Sales			\$	\$	\$
Skilled Crafts			\$	\$	\$
Other			\$	\$	\$
<b>TOTAL Year Two</b>	<b>3</b>		<b>\$20.19</b>	<b>\$5.04</b>	<b>\$126,000</b>

Year Three Job Creation Table					
Position Type	Original jobs retained & created Yr 2	New jobs created Yr 3	Average Wage-per hour	Average Cost of Benefits	Annual Net Wages (all jobs*wages *2080 hrs)
Mgmt/Administrative	1		\$20.19	\$5.04	\$42,000
Technical/Professional	2		\$20.19	\$5.04	\$42,000
Office/Clerical			\$	\$	\$
Sales		1	\$20.19	\$5.04	\$42,000
Skilled Crafts			\$	\$	\$
Other		1	\$14.42	\$3.60	\$30,000
<b>TOTAL Year Three</b>			\$	\$	\$

15. What employee benefits are associated with the jobs to be created and/or retained as a result of this project?

The Company is planning to provide benefits to all of its employees. These benefits will include: <>% cost of employee's PPO health plan, <>% cost of employees dental plan, <>% cost of employees full vision plan, <>% cost of employee's Long Term Disability policy, 401k retirement plan with employer matching opportunities, and a generous PTO program.

16. How do the wage levels of the jobs to be created compare with County mean and median wages for this particular industrial sector?

Occupation	Mean Wage	Median Wage
First-Line Supervisors of Production and Operating Workers	\$33.31	\$31.06
Other Production Occupations	\$19.00	\$17.78
Sales Representatives, Services	\$22.83	\$18.02
Team Assemblers	\$10.54	\$9.70

Current mean wages may be found at <http://doe.state.wy.us/lmi/EDSMarch2014/TOC000.htm> Scroll the page for "Earnings and Wages", then "Wyoming Wages by Occupation". Choose the county where the business is located; then choose the industrial sector (i.e. "Manufacturing (1013)").

**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 Business Representative's

Signature and Date:

Print or Type Name and Title:

**SECTION VII: BUDGET INFORMATION**

1. 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 be applied to this project.
2. 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.

**Part A: Eligible Project Costs**

<b>Eligible Project Costs</b>	
1. Land, structures, rights-of-way, appraisals, etc.	\$
2. Architectural and engineering fees	\$
3. Other fees (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 (*)	\$

BUSINESS READY COMMUNITY GRANT AND LOAN PROGRAM

g. Remediation (*)	\$
h. Other (*) – please specify	\$
8. Miscellaneous/Other (Please explain in detail below)	\$
9. Subtotal (sum of lines 1 through 8)	\$
10. Contingencies	\$
<b>Total Eligible Project Costs</b>	
11. <b>Total Eligible Project Costs</b> Use this amount for Part B, Number 1 and as the Total Eligible Project Costs as listed on the cover sheet.	\$

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

Further explanations:

**Part B: Funding Sources**

1. <b>Total Eligible Project Cost</b> This amount will be the same as Part A, Number 11 and will be reflected on the Cover Sheet as the Total Project Cost.	\$	1a
2. <b>Local Match</b>		
a. <b>Cash Match.</b> 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 pending)	Date of Approval
		Cash Amount
		\$
		\$
		\$
<b>Total Cash Match</b>		\$
b. <b>In-kind Match.</b> List in-kind contribution types, descriptions, sources and values. These amounts should also be reflected in Part A: Project Costs.		
Description	Source	Value
Example: Road Grading	City Employee	40 hrs @ \$15/hr = \$600
		\$
		\$
		\$
<b>Total In-kind Match</b>		\$
<b>c. Total Local Match (Sum 2a and 2b)</b>		\$

<b>Match Percentage (2c divided by 4)</b> A BRC grant and/or loan request in an amount up to \$250,000 requires a minimum match of 5% of the Total Eligible Project Costs. A BRC grant and/or loan request of over \$250,000 and up to \$1,500,000, requires a minimum match of 10% or 15% (dependent upon the type of grant) of the grant amount. A BRC grant and/or loan request over	%
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BUSINESS READY COMMUNITY GRANT AND LOAN PROGRAM

\$1,500,000 requires a 30% match of which <u>half of match amount must be cash match.</u>	
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<b>4. Business Ready Community (BRC) Request (Subtract 1 - 2c)</b> <i>This is the amount of money you need to complete the project.</i>	\$
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BUSINESS READY COMMUNITY GRANT AND LOAN PROGRAM

**Part C: Ineligible Costs**

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

<b>1. Ineligible Project Costs (if applicable)</b>	
Ineligible Items	Amount
	\$
	\$
<b>TOTAL Ineligible project costs</b>	<b>\$</b>
<b>2.. Local Contribution Toward <i>Ineligible</i> Project Costs ( if applicable)</b>	
Source of Funding	Amount
	\$
	\$
<b>TOTAL Source of Funding for Ineligible Project Costs</b>	<b>\$</b>

**Part D: Total Project Costs**

Total Eligible Project Costs	\$
Total Ineligible Project Costs	\$
<b>Total Project Cost</b>	<b>\$</b>

**SECTION VII: BUDGET INFORMATION**  
**(For Managed Data Center Cost Reduction Applications ONLY)**

**Part A:**

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

**Part B: Funding Sources**

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

## **SECTION VIII: REVENUE RECAPTURE PLAN (if applicable)**

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. A plan must be designed demonstrating how the recaptured funds will be managed and utilized for the purpose of economic development. The viability and thoroughness of the recapture plan for revenue generating projects will anticipate revenue streams and prioritize economic development initiatives to be paid for with the revenue while allowing the community flexibility to respond to opportunities.

The intent of the revenue recapture plan is to ensure that the 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 recaptured funds may be used for up to fifty percent (50%) of operations and management costs.

The plan must:

- identify projected revenue streams from the project and state the amount of revenue anticipated to be recaptured
- discuss how these recaptured funds will be managed
- state specifically how the recaptured funds will be utilized
- state goals and objectives that are consistent with existing community and economic development plans

## **SECTION IX: 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 Special Assistance Loan may be used to loan additional funding in excess to the maximum BRC award amount and/or the full or partial funding 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 chart on the following page)
- 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;

BUSINESS READY COMMUNITY GRANT AND LOAN PROGRAM

- In order 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
  - Whether or not 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 will have to enter into a loan agreement with the WBC.

BUSINESS READY COMMUNITY GRANT AND LOAN PROGRAM

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.

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

## **SECTION X: CHILD CARE PROJECTS**

The WBC recognizes that child care is a necessary component of community development and also has an effect on 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 care givers 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 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 which 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.
- Applicant must use its 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 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?



**Workforce:**

- Applicant 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 needs to 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 XI: SENIOR CARE PROJECTS**

Along with the application, the following information needs to be provided to the WBC to further evaluate the economic development merits 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 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 which 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?