

E&E CAPITAL IMPROVEMENT PROJECT CHECKLIST

Turn in with each Project Application

- Project Application
- 2 quotes from licensed, bonded contractors
- A copy of the insurance and bonding information for the contractor you plan to use
- Before pictures of your project in .jpeg format

****If any of the required documents are missing, we cannot submit your application to the state.**

Sending documents to the Council:

Send everything attached as separate documents in one email to rmecc@mtnvalley.org. If the attachments are too big for one email, send them as needed, but indicate the emails go together somehow.

- Name documents with the following convention:
 - Abbreviation for your program, Capital Improvement + (year), document name.
 - **For example:** GYS CI21 Application
- Reference your program name, license number and "E&E Capital Improvement Application" in the subject line.

** You will receive an email verifying your application has been received. I will get back to you within one week with any additional requests for information.

Email completed, signed applications and documentation to Stacy Petty, RMECC Director (rmecc@mtnvalley.org)

Keep in mind...

- ✓ Projects must be completed by **May 6th, 2022** and all documentation and payment requests received by the Council no later than **May 31st, 2022**.