Appendix E: District Checklist for Submitting Proposal

The MTSS Partnership Grant

Districts may use this list to ensure that their application is complete. It is not a submission requirement.

District: _____________________________________________________________

PREPARATION:
Hard copies of the following were prepared.

☐ Standard Contract (Part I) (upon approval – 8/31/2015)
☐ Budget Detail Pages (Part II)
☐ Project Application (Part IV)
☐ Assurance from School District (Part V)
☐ Assurance from each Participating School (Part VI)
☐ MTSS District Team Composition (Appendix C)
☐ MTSS School Team Composition for each school participating in Year 1 (Appendix D)

Electronic copies of the following were prepared.

☐ Budget Detail Pages (Part II)
☐ Program Application (Part IV)
☐ MTSS District Team Composition (Appendix C)
☐ MTSS School Team Composition (Appendix D)

SUBMISSION:
☐ Four (4) hard copies of the entire application, at least one (1) with original signatures, are sent to:
  Linda Tarmy
  Office of Tiered System of Supports
  Massachusetts Department of Elementary and Secondary Education
  75 Pleasant Street
  Malden, MA 02148-4906

☐ Electronic copies are sent to:
  mtss@doe.mass.edu

This competitive proposal must be received at the Department by 5:00 pm on Wednesday, October 1st, 2014.

For questions regarding submission, please contact Linda Tarmy at 781.338.3384.