District Checklist for Submitting Proposal
Massachusetts Early Literacy Intervention Program

Reading Recovery Training Sites should use this list prior to submission.

District/Collaborative: _____________________________________________________

PREPARATION:

Hard copies of the following were prepared, and contain an original signature of an authorized person:

☐ Standard Contract of Workbook
☐ Workbook – Project Expenditures
☐ Application (Program Components of Workbook)

Electronic copies of the following were prepared:

☐ Workbook (Standard Contract and Project Expenditures)
☐ Application (Program Components of Workbook)

SUBMISSION:

New submission procedures for FY 16 –

1. Upload all required forms into the district’s literacy folder in the Security Portal (see Grant Submission Directions); AND
2. Mail two (2) hard copies of the Parts I and II - Standard Contract and Application for Program Grants, and Massachusetts Early Literacy Intervention Program Electronic Workbook budget pages to:

   Alexia Cribbs
   Office of Literacy and Humanities
   Massachusetts Department of Elementary and Secondary Education
   75 Pleasant Street
   Malden, MA 02148