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.

☐ 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:

☐ 2 hard copies are sent to:
  Alexia Cribbs
  Office of Literacy and Humanities
  Massachusetts Department of Elementary and Secondary Education
  75 Pleasant Street
  Malden, MA  02148-4906

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